

Welcome to Online DBS Checks and Eligibility Webinar

The course will begin shortly but please familiarise yourself with the webinar house keeping below:

- The Course will last around two hours.
- There will be a short comfort break around halfway through.
- Microphones should remain muted at all times.
- Webcams should never be enabled.
- The chat function can be used to ask questions OR they can be submitted during the course to disclosure@thirtyoneeight.org with the subject line Webinar



Online DBS Checks and Eligibility Webinar

Trainers: Matthew Coady – Account Manager
Anna Culliford – Disclosure Service Advisor



Content

- Brief overview of starting an online application
- Overview of the management of the Ebulk system
- Understanding Regulated Activity and eligibility for DBS checks - including typical scenarios
- Basic Disclosures
- Overseas workers
- DBS Update Service

If you ever need help contact us:

Telephone : 0303 003 11 11 (option 1)

Email: disclosure@thirtyoneeight.org



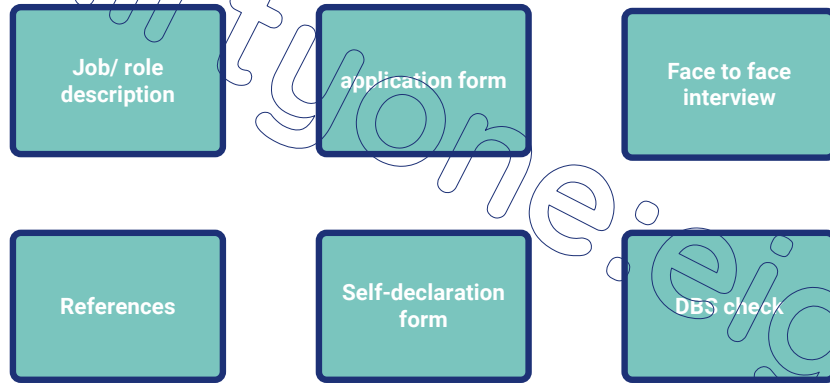
thirtyone:
eight



Safer Recruitment

Safer Recruitment, why is it important?

What does a safer recruitment process look like?



Full Webinar on Safer Recruitment

Further details on our website under training or
over the phone: 0303 003 11 11 (option 3)



Ebulk guides



Applying for a DBS
Enhanced Disclosure



Recruiters guide
E-Bulk system
from Basics to Enhanced



Guide into how to start an
application

Starting an enhanced DBS application

Applying for a DBS
Enhanced Disclosure



Supporting documents

Invitation to applicant example

Dear,

Thank you for your application to work as Recruiter please enter the job role.

In order to complete your online version of the DBS application form please follow the information given in the attached Applicant's Guide. Recruiter please attach our relevant application guidance – either 'Applying for a DBS Basic Disclosure' or 'Applying for a DBS Enhanced Disclosure'.

Your organisation reference is: **Recruiter please enter your thirtyone: eight membership no.**

Your organisation Code is: **Recruiter please enter organisation password not your own personal one (required in the main body of the Bulk Recruiters Acceptance email).**

Your position applied for (to be entered on the form) is: Recruiter please enter applicants job role as per Appendix 5.

Don't forget that once you have completed your form online you will need to show me your identification documents. Please make sure that you have your completed Self Declaration Form Found in the supporting documents section of the guide, for Enhanced Disclosure only.

This form will be assessed before we process your disclosure application.

If you need any further assistance, please feel free to contact me as your organisation's Recruiter.

Kind regards,

thirtyone:
eight 

Starting an enhanced DBS application

Apply for a Check

Before you begin please read the information below on what you need to do before you apply.

[Start application](#)

Standard / Enhanced DBS Application

Select this box to submit an application for a Standard or Enhanced level DBS check.

[Start Application](#) →

thirtyone:
eight 

Step 1

Start New Application

For further guidance on what information is checked as part of this application, please click [here](#)

Please enter your Organisation Reference and Organisation Code to start a new application

ORGANISATION REFERENCE *

ORGANISATION CODE

START

thirtyone:
eight 

Step 2

About You

The application form is a simple 5 step process, please complete all fields provided.

Mandatory fields are denoted by *

Third Party Details

ARE YOU COMPLETING THIS APPLICATION ON BEHALF OF SOMEONE ELSE? (Y)

Select

Personal Information

GENDER*

Select

TITLE*

Select

FORENAME*

MIDDLE NAME 1 ⓘ

MIDDLE NAME 2

RECAPTCHA



Step 2

DATE OF BIRTH*

DD MM YYYY

NI NUMBER

Contact Details

LANGUAGE*

English

To speed up the resolution of any queries with your application please provide a telephone number or email address we can use to contact you.

TELEPHONE NO



If you have provided a UK mobile number we may text you about your application. If you do not want to receive texts untick the 'Allow SMS Alert' box.

ALLOW SMS ALERTS:



If you have an email address please supply this to allow an automated email to be sent to you to confirm your application has been submitted.

EMAIL ADDRESS

PREVIOUS

NEXT

thirtyone:
eight



Step 3

Current Address

ADDRESS LINE 1 * ①

ADDRESS LINE 2

TOWN *

COUNTY

COUNTRY *

Select

DATE FROM *

MM YYYY

PREVIOUS NEXT



Step 4

Place of Birth

TOWN *

COUNTRY

COUNTRY *

NATIONALITY AT BIRTH *

HAVE YOU CHANGED YOUR NATIONALITY SINCE BIRTH? *

HAVE YOU CHANGED YOUR BIRTH SURNAME? *

Other Names

Please provide details of any other names used at any time during your lifetime and the dates during which the names were used. Please enter each forename and surname separately using the 'Add Name' button below.

NAME	TYPE	FROM	TO
No records have been created			

PREVIOUS

NEXT

Step 5

Other Name

Please provide each forename and surname as a separate entry

NAME *

Jones

TYPE *

Surname

YEAR FROM *

YYYY

YEAR TO *

YYYY

SUBMIT



Step 6

Employment Details

POSITION APPLIED FOR * ①

Youth and Pastoral Work[

EMPLOYER NAME * ①

THIRTYONE EIGHT

Conviction History ①

Please refer to: [Rehabilitation of the Offenders Act](#). The DBS can no longer remove convictions, cautions and reprimands held on the Police National Computer*

*For exceptions to this legislation or for more information please refer to Rehabilitation of Offenders Act 1974 at:

www.legislation.gov.uk/uksl/2013/1198/pdfs/uksl_20131198_en.pdf

DO YOU HAVE ANY CONVICTIONS, CAUTIONS, REPRIMANDS OR FINAL WARNINGS WHICH WOULD NOT BE FILTERED IN LINE WITH CURRENT GUIDANCE? (*):

Select ▼

PREVIOUS

NEXT

thirtyone:
eight 

Step 7

Application Confirmation and Consent

To complete this application, please review the details entered and tick the consent box at the bottom of this page and click the Complete button.

Third Party Details

FORENAME

SURNAME

EMAIL

TELEPHONE NO

JOB TITLE

Personal Information

TITLE

MR

FORENAME

JOHN

MIDDLE NAMES

SURNAME

SMITH

DATE OF BIRTH

04/08/1977

SEX

MALE

Contact Details

LANGUAGE

ENGLISH

TELEPHONE NO

EMAIL ADDRESS

Address History

GREEN ROAD

SWANLEY

SE10 7TJ

UNITED KINGDOM

Nov 2003

Present

Place of Birth

TOWN

DAVTFOED

COUNTRY

UNITED KINGDOM

NATIONALITY AT BIRTH

BRITISH

CURRENT NATIONALITY

BRITISH

Employment Details

POSITION APPLIED FOR

YOUTH AND PASTORAL WORKER

EMPLOYER NAME

THIRTYONE EIGHT

thirtyone:
eight



Step 7

Application Confirmation and Consent

To complete this application please review the data entered, tick the consent box at the bottom of the page and click the Complete button.

Third Party Details

FORENAME
SURNAME
EMAIL
TELEPHONE NO
JOB TITLE

Personal Information

TITLE
MR
FORENAME
JOHN
MIDDLE NAME
SURNAME
SMITH
DATE OF BIRTH
04/08/1997
GENDER
MALE

Contact Details

LANGUAGE
ENGLISH
TELEPHONE NO
EMAIL ADDRESS

Address History

GREEN ROAD
SHANLEY
B90 7JZ
UNITED KINGDOM
Nov 2005
Present

Employment Details

POSITION APPLIED FOR
YOUTH AND PASTORAL WORKER
EMPLOYER NAME
THIRTYONE EIGHT

Conviction History

CONVICTIONS
No

Application Consent

Privacy Policy - standard/enhanced check declaration
I have read the Standard/Enhanced Check Privacy Policy for applicants, [click here for the electronic version](#) and understand how the DBS will process my personal data and the process will help me for submitting an application. ☐
Consent to obtain a bulk standard/enhanced check electronic result
I consent to the DBS providing an electronic result directly to the registered body that has submitted my application. I understand that an electronic result contains a message that indicates whether the certificate is valid or not and whether the registered body may provide this information directly to my employer prior to me receiving my certificate. ☐
Declaration by Applicant
I confirm that I have provided complete and true information in support of this application and understand that knowingly making a false statement for this purpose is a criminal offence. ☐

Security Warning Statement
If you do not provide your consent to any of the statements above, please contact your employer as your application cannot be submitted online and may need to be submitted via a paper application.

Please Note: If you are submitting this application on behalf of the applicant, you will need to obtain a signed and dated consent declaration from the applicant agreeing to all of the statements outlined above.

PREVIOUS

COMPLETE

thirtyone:
eight



Step 8

Application Complete

📌 Your reference number is 903SMT4368

Make a note of this reference and arrange to visit your employer or Registered Organisation to have your identification verified; you will need to bring evidence of your identity. For suitable forms of identification, please read document [DBS list of acceptable identification](#).

Management of the Ebulk system

In this section we will
explore:

Managing the Ebulk system.



Recruiters guide
E-Bulk system
from Basics to Enhanced



Managing the Ebulk system

Manage your applications

Login to view and manage the progress of your organisation's applications online.

Manage applications

Application Management

Select this box if you have a user account for your organisation to access submitted eBulk Applications.

Login →

thirtyone:
eight



Step 1

Application Management

Use the sign in below if you have a user account for the organisation to access submitted eBulkPlus applications.

ORGANISATION REFERENCE *

USERNAME *

DATE OF BIRTH *

DD

▼

MM

▼

YYYY

▼

ENTER

FIRST LOGIN:

Please note that when you login for the first time you must enter the temporary Date of Birth and password as supplied to you in the two automated login emails, these can be changed to your own choice.

Forgotten your login details?

Forgotten your password?



Step 2

Application Management

Please enter your password.

PASSWORD *

LOGIN

FIRST LOGIN:

Please note that when you login for the first time, you must enter the temporary Date of Birth and password as supplied to you in the two automated login emails, these can be changed to your own choice.

[Forgotten your password?](#)

thirtyone:
eight



Step 3 For first time users only

System Security

Please create a new password and enter your Date of Birth. These details will then be used for all future system access to the Application Management section.

The password must be between 8-30 alphanumeric characters with no white space and contain one upper case letter and one lower case letter. It must also contain at least one special character and at least one digit.

Your Login Details

CURRENT PASSWORD:

NEW PASSWORD:

CONFIRM NEW PASSWORD:

DATE OF BIRTH:

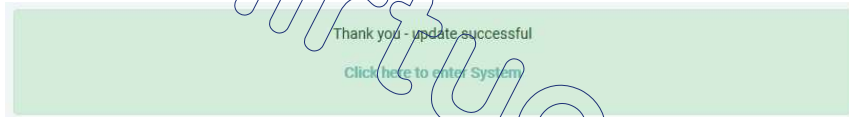
06	▼	Aug	▼	1994	▼
----	---	-----	---	------	---

BACK

UPDATE

thirtyone:
eight 

Step 4 For first time users only



Step 5

DASHBOARD APPLICATIONS RESULTS REPORTS			
Applications Dashboard			
The table below provides an overview of the status of your current applications within the system, completed DBS applications over 180 days old and Disclosure Scotland applications over 90 days old have been automatically archived.			
Pre Submission			
Awaiting Verification	7	Awaiting External ID	0
Awaiting Documentation	0	Queued Applications	1
		Awaiting Payment	0
Transfer			
Queued	0		
Sent	0		
Submitted			
Processing	1		
Certificate Review Required	0		
Completed	0		



Step 6

DASHBOARD APPLICATIONS RESULTS REPORTS

Applications for Checking

The table contains applications waiting for ID verification (and/or Section Y for DBS) to be completed and approved. Click the reference number to view the application details and complete the required sections.

CHANNEL: LEVEL: STATUS: ORGANISATION:

DISPLAY: ORDER BY:

Date Created	Our Ref	Surname	Date Of Birth	Org Ref	Application Ref
13/11/2020	[DBS] 903SMIT4368	SMITH	04/08/1997	318	
29/09/2020	[DBS] 134APPL4348	APPLICATION	01/01/1998	318	
29/09/2020	[DBS] 879AIPPL4345	APPLICATION	01/01/1998	318	
25/09/2020	[DBS] 313APPL4342	APPLICATION	01/08/1994	318	
25/09/2020	[DBS] 727APPL4341	APPLICATION	01/08/1994	318	
27/08/2020	[DBS] 919TEST4291	TEST	01/01/2001	318	
27/08/2020	[DBS] 798TEST4290	TEST	01/01/2000	318	

Showing 7 results

thirtyone:
eight 

Step 7

DASHBOARDAPPLICATIONSRESULTSREPORTS

Applications → 903SMIT4368

The details of this application can be viewed below.

App Created:13/11/2020Registered For Update Service

Check ID:Incomplete

Section Y:Incomplete

WITHDRAW

OVERVIEWAPPLICATIONNOTESAUDIT

Application Header

APPLICANT NAMEJOHN JOHN SMITH

DATE OF BIRTH04/08/1997

STATUSWaiting ID Check and Section Y

OUR REFERENCE903SMIT4368

DBS REFERENCE

DATE OF CONSENT13/11/2020 12:54:43



Step 8

DASHBOARD

APPLICATIONS

RESULTS

REPORTS

Applications → 903SMIT4368

The details of this application can be viewed below.

App Created: 13/11/2020

Check ID: Incomplete

Section Y: Incomplete

Registered For Update Service

WITHDRAW

OVERVIEW

APPLICATION

NOTES

AUDIT

Third Party Details

FORENAME

SURNAME

EMAIL

TELEPHONE 190

JOB TITLE

Edit

Personal Details

TITLE: MR

FORENAME: JOHN

MIDDLE NAMES: JOHN

SURNAME: SMITH

DATE OF BIRTH: 04/05/1997

Edit

DASHBOARD

APPLICATIONS

RESULTS

REPORTS

Applications → 903SMIT4368

The details of this application can be viewed below.

App Created:13/11/2020

Registered For Update Service

Check ID:Incomplete

Section Y:Incomplete

WITHDRAW

OVERVIEW

APPLICATION

NOTES

AUDIT

Third Party Details

Edit

FORENAME:

SURNAME:

EMAIL:

TELEPHONE NO:

JOB TITLE:

Personal Details

Edit

TITLE:

MR

FORENAME:

JOHN

MIDDLE NAME(S):

JOHN

SURNAME:

SMITH

DATE OF BIRTH:

04/08/1997

ID checking

OVERVIEW

APPLICATION

NOTES

AUDIT

Application Header

APPLICANT NAME

JOHN JOHN SMITH

DATE OF BIRTH

04/08/1997

STATUS

Waiting ID Check and Section Y

OUR REFERENCE

903SMT4368

DIS REFERENCE

DATE OF CONSENT

13/11/2020 12:54:43

Section Y

APPLICATION TYPE

WITH ADULTS

WITH CHILDREN

WORKING AT HOME ADDRESS

VOLUNTEER

WORKFORCE

None specified

Identity Check

ID CHECKED BY

TELEPHONE NO

ID CHECKED ON

COMPLETE SECTION Y

COMPLETE ID CHECK



ID checking

APPLICANT NAME

JOHN JOHN SMITH

APPLICANT CATEGORY

UK, EEA, LONG TERM RESIDENT (European Economic Area/EEA residents in UK for more than 5 years)

CURRENT ADDRESS

GREEN ROAD

BRANLEY

BR8 7LT

DATE OF BIRTH

04/08/1997



Please note - the DBS have requested that if an Applicant indicates they have a Passport and/or a Driving Licence then this information must be provided.

If an Applicant declares any changes of name, you must ensure that documentary proof is provided to support this. If an Applicant is unable to provide proof to support a change of name you should hold a probing discussion with the Applicant about the reasons why before considering to validate their identity.

GROUP 1 DOCUMENT

-- select --

DOCUMENT 2

-- select --

DOCUMENT 3

-- select --

CURRENT ADDRESS CHECKED

No

DATE OF BIRTH CHECKED

No

COST CODE / PERSONNEL NUMBER

EVIDENCE CHECKED BY MATTHEW COADY

VIEW APPLICATION

NEXT ROUTE

SAVE

thirtyone:
eight



ID checking

Driving Licence Details

DRIVER ID

ISSUE COUNTRY

– Please select –

DATE OF BIRTH

DD/MM/YYYY

4A - VALID FROM/ISSUE DATE

DD/MM/YYYY

SAVE

ID checking

Thank you - ID verification is complete
[Return to Application](#)

thirtyone:
eight 

ID checking - do

- Cross match the identity documents with the personal information provided on the disclosure application form (name, previous names, date and place of birth, address etc.).
- Where possible, ask for photographic identity (e.g. passport, new style driving licence, etc.) and compare this against the applicant's likeness

ID checking – do not

- Check ID for themselves or any applicant related to them.
- Accept photocopies of any identification documents.
- Accept documents printed from the internet e.g. bank statements
- Accept foreign equivalent of an identity document is listed as (UK) on the list of valid documents

ID checking COVID19 Temporary changes

As the public is being advised to work from home where possible, this is causing difficulties in receiving the physical documents, so the DBS have introduced the following temporary changes to enable applications to still be submitted.

The change will enable:

- ID documents to be viewed over video link
- scanned images to be used in advance of the DBS check being submitted

The applicant will be **required** to present the original versions of these documents when they first attend their employment or volunteering role.



Section Y

OVERVIEW APPLICATION NOTES AUDIT

Application Header

APPLICANT NAME JOHN JOHN SMITH
DATE OF BIRTH 04/08/1997
STATUS **Waiting ID Check and Section Y**
OUR REFERENCE 903SMT4368
DIS REFERENCE
DATE OF CONSENT 13/11/2020 12:54:43

Section Y

APPLICATION TYPE
WITH ADULTS
WITH CHILDREN
WORKING AT HOME ADDRESS
VOLUNTEER
WORK FORCE None specified

COMPLETE SECTION Y

thirtyone:
eight 

Section Y

Application Details

APPLICATION TYPE ⓘ

Enhanced

WORKFORCE ⓘ

Child Workforce

ARE YOU ENTITLED TO KNOW WHETHER THE APPLICANT IS BANNED FROM WORKING WITH ADULTS ⓘ

No

ARE YOU ENTITLED TO KNOW WHETHER THE APPLICANT IS BANNED FROM WORKING WITH CHILDREN ⓘ

No

WORKING WITH VULNERABLE GROUPS AT THE APPLICANT'S HOME ADDRESS ⓘ

No

IS VOLUNTEER ⓘ

Yes

DOS ADULT FIRST CHECK REQUIRED ⓘ

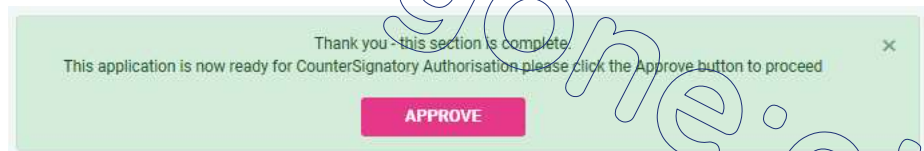
No

Additional Information

Use this box to provide any other information relevant to the application
(max 250 characters)

thirtyone:
eight 

Section Y



Flagged applications

DASHBOARD

APPLICATIONS

RESULTS

REPORTS

Applications for Checking

The table contains applications waiting for ID verification (and/or Section Y for DBS) to be completed and approved. Click the reference number to view the application details and complete the required sections.

CHANNEL

LEVEL

STATUS

ORGANISATION

-- Select --

-- Select --

Waiting ID Check

-- Select --

DISPLAY

ORDER BY

SUBMIT

10

Latest

FIND APPLICATION

Date Created	Our Ref	Surname	Date Of Birth	Org Ref	Application Ref
13/11/2020	[DBS] 903SMIT4368	SMITH	04/08/1997	318	
29/09/2020	[DBS] 134APPL4348	APPLICATION	01/01/1998	318	
29/09/2020	[DBS] 879APPP4345	APPLICATION	01/01/1998	318	
25/09/2020	[DBS] 313APPL4342	APPLICATION	01/08/1994	318	
25/09/20	[DBS] 727APPL4341	ICATION	01/08/1994	318	

Flagged applications

OVERVIEWAPPLICATIONNOTESAUDIT

Application Notes

Refresh

Adult Barred List (Created by MATTHEW COADY)

13/11/2020 13:26

EditDelete

Please call to discuss or add a note to explain how the applicant is eligible for a barred list check with adults.

If not eligible for a barred list check, please advise how the applicant works with adults at risk (and how often with adults).

In order to help you determine eligibility, please do go through our flow chart in our Interactive Eligibility Guide at <https://thirtyoneeight.org/dba-service/eligibility-guide>

To ensure the integrity and security of this members-only service access is protected, so you will need the following:

The username is: guide@thirtyoneeight.org

The password is: Guide318

Many thanks

ADD NOTE



Tracking applications

DASHBOARD APPLICATIONS RESULTS REPORTS			
Applications Dashboard			
The table below provides an overview of the status of your current applications within the system, completed DBS applications over 180 days old and Disclosure Scotland applications over 90 days old have been automatically archived.			
Pre Submission			
Awaiting Verification	7	Awaiting External ID	0
Awaiting Authorisation	0	Queued Applications	1
		Awaiting Payment	0
Transfer			
Queued	0		
Sent	0		
Submitted			
Processing			1
			0
Completed			0



Tracking applications

[DASHBOARD](#) [APPLICATIONS](#) [RESULTS](#) [REPORTS](#)

Applications Being Processed

The table contains applications currently at the DBS or Disclosure Scotland.

For DBS applications, click the track link for a progress update via the DBS tracking service.

CHANNEL
-- Select --

LEVEL
-- Select --

STATUS
Processing

ORGANISATION
-- Select --

DISPLAY
10

ORDER BY
Latest

SUBMIT

FIND APPLICATION

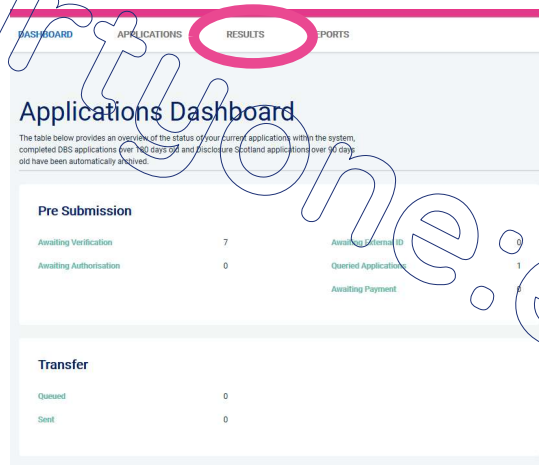
Date Sent	Our Ref	Surname	Date Of Birth	Org Ref	Application Ref
25/09/2020	[P] 936APPL4343	APPLICATION	03/07/1992	318	112

Track

Tracking applications

Stage 1	(Application Form received and validated):	Completed
Stage 2	(Police National Computer searched):	Completed
Stage 3	(DBS Children, DBS Adults and List 99 searched, where applicable):	In Progress
Stage 4	(Records held by the Police search):	In Progress
Stage 5	(Certificate Printed):	Not Started

Viewing the result



The screenshot shows a web interface with a navigation bar containing 'DASHBOARD', 'APPLICATIONS', 'RESULTS' (highlighted with a red circle), and 'REPORTS'. Below the navigation bar is the 'Applications Dashboard' section. It includes a descriptive paragraph and two data tables: 'Pre Submission' and 'Transfer'.

Pre Submission	
Awaiting Verification	7
Awaiting Authorisation	0
Awaiting Payment	0
Queried Applications	1

Transfer	
Quarant	0
Sent	0



Viewing the result

Application Results
The table contains applications that have recently been completed

RESULT: All | CHANNEL: Select --- | LEVEL: -- Select --- | ORGANISATION: -- Select ---
 SECTOR: All | DISPLAY: 10 | ORDER BY: Latest | **SUBMIT**
FIND APPLICATION

Result Date	Reference	Surname	Certificate No	Issue Date	Status	Org Ref
01/09/2020	812SURN4325	SURNAME	3423242132131 2364211	06/08/2020	Please wait to view applicant certificate	INVOICE1
01/09/2020	452SURN4325	SURNAME	1231231232131 2312312	01/09/2020	Certificate contains no information	INVOICE1
01/05/2020	262ENHA3987	CHANCED	123456	01/05/2020	Certificate contains no information	INVOICE1

Viewing the result

Applications → 262ENHA3987

The full detail of this application can be viewed below.

App Created:	01/05/2020	Registered For Update Service >
Csig Auth:	01/05/2020	Leavers Date >
App Sent:	01/05/2020	Download Personal Data >

DELETE

OVERVIEW INFORMATION NOTES REPORT

Certificate Information

CERTIFICATE RESULT:	Certificate contains no information
CERTIFICATE NO:	123456
ISSUE DATE:	01/05/2020
	Download Cover Letter

thirtyone:
eight 

Viewing the result

Applications → 812SURN4326

The full detail of this application can be viewed below.

App Created:	22/09/2020	Registered For Update Service >
Csig Auth:	22/09/2020	Leavers Date >
App Sent:	22/09/2020	Download Personal Data >

DELETE

OVERVIEW APPLICATION NOTES AUDIT

Certificate Information

CERTIFICATE RESULT:	Please wait to view applicant certificate
CERTIFICATE NO:	34232421321312364211
ISSUE DATE:	06/08/2020

thirtyone:
eight 

Creating reports

DASHBOARDAPPLICATIONSRESULTSREPORTS

Applications Dashboard

The table below provides an overview of the status of your current applications within the system. Completed DBS applications over 180 days old and Disclosure Scotland applications over 90 days old have been automatically archived.

Pre Submission

Awaiting Verification	7	Awaiting External ID	0
Awaiting Authorisation	0	Queued Applications	1
		Awaiting Payment	0

Transfer

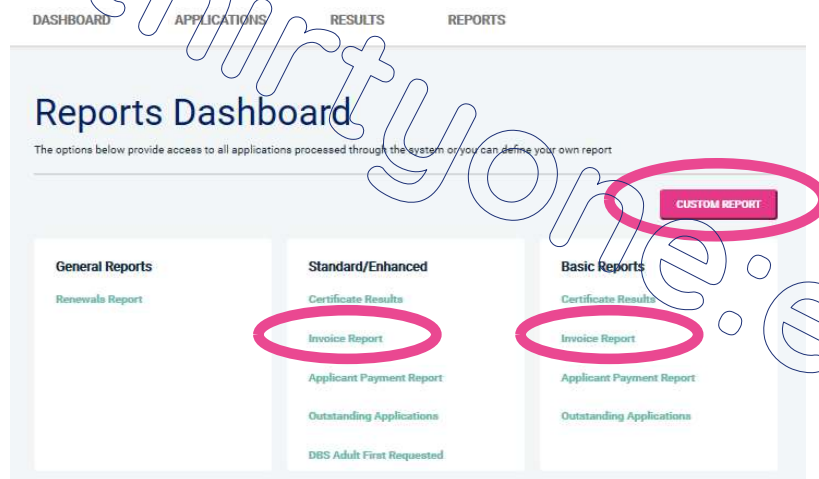
Queued	0
Sent	0

thirtyone:
eight

The logo icon for thirtyone: eight, featuring a stylized geometric design within a square frame.

53

Creating reports



Creating reports

Create Report

Define Report Parameters

DATE FROM: 01 Oct 2020 DATE TO: 31 Oct 2020 REPORT TYPE: Created Date

STATUS: -- Select -- ROUTE TAKEN (DBS ONLY): -- Select -- CHANNEL: All

DISPLAY: 10 OWNER: Oldest

☒ SEARCH ANCHORED ☐ SUBMIT

TICK ALL UNTICK ALL

Select which fields you want to display in the report

Application Data

Forename <input type="checkbox"/>	NI Number <input type="checkbox"/>	DBS Profile Id <input type="checkbox"/>
Surname <input type="checkbox"/>	Position <input type="checkbox"/>	Employment Sector Type <input type="checkbox"/>
DOB <input type="checkbox"/>	Applicant Email <input type="checkbox"/>	Purpose Of Check Type <input type="checkbox"/>

Application Fields

Created Date <input type="checkbox"/>	Channel <input type="checkbox"/>	Application Ref <input type="checkbox"/>
View <input type="checkbox"/>	Our Ref <input type="checkbox"/>	Purged Flag <input type="checkbox"/>
Status <input type="checkbox"/>	Application Type <input type="checkbox"/>	

Processing

Approved Date <input type="checkbox"/>	Sent Date <input type="checkbox"/>	Withdrawn By <input type="checkbox"/>
Approved By <input type="checkbox"/>	Query Flagged Date <input type="checkbox"/>	Withdrawn Date <input type="checkbox"/>
Csig Auth Date <input type="checkbox"/>	Query Resolved Date <input type="checkbox"/>	Reason For Withdrawal <input type="checkbox"/>

Processing

Approved Date <input type="checkbox"/>	Sent Date <input type="checkbox"/>	Withdrawn By <input type="checkbox"/>
Approved By <input type="checkbox"/>	Query Flagged Date <input type="checkbox"/>	Withdrawn Date <input type="checkbox"/>
Csig Auth Date <input type="checkbox"/>	Query Resolved Date <input type="checkbox"/>	Reason For Withdrawal <input type="checkbox"/>

Result

Certificate No. <input type="checkbox"/>	Cert Issue Date <input type="checkbox"/>	Cert Seen Date <input type="checkbox"/>
Cert Status <input type="checkbox"/>	Cert Received Date <input type="checkbox"/>	Risk Assessment <input type="checkbox"/>
Result Date <input type="checkbox"/>	Cert Sent Date <input type="checkbox"/>	Cert Updated Consented <input type="checkbox"/>
Certificate Renewal Date <input type="checkbox"/>		

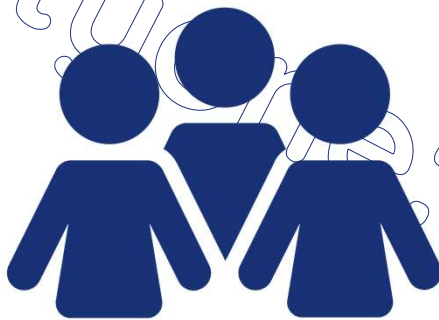
DBS Fields

DBS Reference <input type="checkbox"/>	External Validation Status <input type="checkbox"/>	Interview Notes <input type="checkbox"/>
DBS Date <input type="checkbox"/>	External Validation Date <input type="checkbox"/>	Learned Date <input type="checkbox"/>
External Validation Checks <input type="checkbox"/>	Interview Completed <input type="checkbox"/>	Registered For Update Service <input type="checkbox"/>
Update Service Run Type <input type="checkbox"/>	Update Service Status <input type="checkbox"/>	Applicant Consent <input type="checkbox"/>
Include Update Service <input type="checkbox"/>	Update Service Reason <input type="checkbox"/>	

ID / Section Y

ID Checked By <input type="checkbox"/>	Section Y Date <input type="checkbox"/>	Working In Home Address <input type="checkbox"/>
ID Checked Date <input type="checkbox"/>	Working With Children <input type="checkbox"/>	Workforce <input type="checkbox"/>
ID Route Taken <input type="checkbox"/>	Working With Adults <input type="checkbox"/>	Volunteer <input type="checkbox"/>

Overseas workers



Overseas workers

- There are risks (and difficulties) in obtaining a DBS check for workers with no UK residence history.
- Disclosure certificates may hold little value because the Police National Computer contains only a very limited number of overseas convictions.
- An applicant could be in possession of a 'clear' certificate which may not present a true picture of their background.

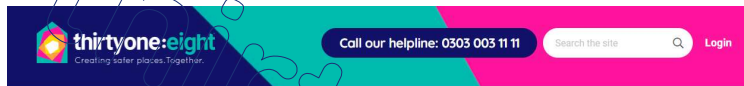
Overseas workers

- If an applicant has a significant overseas address history, wherever possible a 'Certificate of Good Conduct' or equivalent is obtained.
- Further details on where to obtain this information on our website at <https://thirtyoneeight.org/dbs-service/overseas-workers/>



Please email any questions to Disclosure@thirtyoneeight.org

Overseas workers



About us ▾ Join us ▾ Our services ▾ Get help ▾ DBS Service ▾ Training ▾ News and Events ▾

Checks for Staff and Volunteers from Overseas

When recruiting people (either paid staff or volunteers) from overseas you must still follow the safer recruitment process.

Enhanced Disclosures for Overseas Workers

All candidates for posts that are eligible for a DBS check, must make an application and receive a satisfactory criminal records check **BEFORE** confirmation of appointment. Be aware, however, there may be risks (and difficulties) in obtaining a DBS check for workers with no UK residence history. If a church or other organisation is considering an applicant with substantial or sole overseas residency, a Disclosure application may have little value because the Police National Computer contains only a limited number of overseas convictions. Equally the applicant would also then be in possession of a 'clear' certificate which may not present a true picture of their background – the risks of this are self-evident.

When considering such candidates our advice is to obtain a criminal record check or 'Certificate of Good Conduct' from all countries where they have resided and to ensure full safer recruitment procedures are applied i.e. job role/description, application and self-declaration forms, interview and appropriate references. This is the most robust way of ensuring you are recruiting safely rather than relying solely on a DBS certificate which, under these circumstances, involves inherent risks. We also recommend that all this documentation is kept on their staff/volunteer file indefinitely. For further information on recommended safer recruitment practices see: [Recruiting Safely](#).

For country-specific information go to [CPNI](#) and [Government Guidance](#).



Please email any questions to Disclosure@thirtyoneeight.org

Overseas workers

Albania	Estonia	Luxembourg	Russia
Argentina	Finland	Macedonia	Serbia
Australia	France	Malaysia	Singapore
Austria	Germany	Malta	Slovakia
Bangladesh	Ghana	Mexico	Slovenia
Belarus	Greece	Moldova (Republic of)	South Africa (Republic of)
Belgium	Hungary	Montenegro	South Korea
Bosnia-Herzegovina	Iceland	Netherlands	Spain
Brazil	India	New Zealand	Sri Lanka
Bulgaria	Indonesia	Nigeria	Sweden
Canada	Ireland (Republic of)	Norway	Switzerland
China (Peoples Republic of)	Italy	Pakistan	Thailand
Croatia	Japan	Philippines	Turkey
Cyprus	Latvia	Poland	United Arab Emirates
Czech Republic	Liechtenstein	Portugal	Ukraine
Denmark	Lithuania	Romania	United States of America

Overseas workers

United States of America

How to obtain a criminal record check - detailed guidance

Individual applies by post/through authorised P21-approved channeler to Federal Bureau of Investigation (FBI) Criminal Justice Information Services (CJIS) Division

Fingerprints required

Cost \$18 plus fingerprints cost/varies through channeler

Certificate issued in English

Turnaround 5-6 weeks (varies through channeler)



Overseas workers

United States of America

- 1 Name of certificate
- 2 Department responsible for criminal records
- 3 Where to apply in country
- 4 How to apply in country
- 5 Where to apply in the UK
- 6 How to apply in the UK
- 7 Who can apply
- 8 Cost, payment and turnaround
- 9 How results are presented and security features
- 10 Languages
- 11 Criminal convictions listed on certificate
- 12 Confirming authenticity
- 13 Official bodies providing advice on interpretation of criminal records
- 14 Legislation
- 15 Pending changes
- 16 Sources of information
- 17 Sample documents

1	Name of certificate	Criminal History Summary (Rap Sheet)
2	Department responsible for criminal records	Federal Bureau of Investigation (FBI) – Criminal Justice Information Services (CJIS) Division
3	Where to apply in country	FBI CJIS Division – Summary Request, 1000 Gunter Hollow Road, Clarksburg, WV 26306, USA. Tel: +1 (800) 304 625 5590 Email: fsaion@leo.gov Web: www.fbi.gov/about-us/cjis/criminal-history-summary-checks List of FBI Approved Channelers: www.fbi.gov/about-us/cjis/criminal-history-summary-checks/list-of-fbi-approved-channelers
4	How to apply in country	By post <ul style="list-style-type: none"> Complete the application form from https://forms.fbi.gov/criminal-history-summary-checks-review/. A sample can be seen in Section 3. Obtain a set of fingerprints. The original fingerprint card must include the individual's name and date of birth. A standard fingerprint form can be found at: www.fbi.gov/about-us/cjis/criminal-history-summary-checks/standard-fingerprint-form-fb-2580. Local, county, or state law enforcement agency can take fingerprints for a fee. Include payment or proof of payment. Post the signed applicant information form, fingerprint card, and payment to the address in Section 3. Through an authorised FBI Channeler <ul style="list-style-type: none"> Submit to an FBI-Approved Channeler (a private business that has contracted with the FBI to expedite the delivery of Criminal History Summary). A list of FBI-Approved Channelers for Departmental Order Submissions can be found in Section 3. An FBI-Approved Channeler may only process requests for a US citizen (lawful permanent resident of the US).

DBS update service

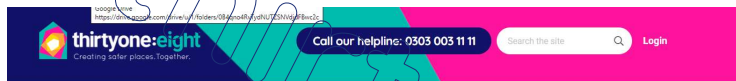
DBS update service

- Applicants can subscribe to the DBS Update Service with a new Certificate up to 30 days from the issue date (Enhanced and Standard Disclosures Only).
- This service is free for use for volunteers and paid workers are charged an annual subscription of £13.
- Once subscribed the individual can take their Certificate with them from role to role where the same level and type of check are required.
- With the individual's permission, employers can go online for a free and instant check to find out whether the Certificate is still up to date.
- When using the update service portably, care must be taken that the level of check required for the new role is **exactly** the same as the one that is registered with the Update Service – it can't be at a higher or lower level or for a different workforce. As there are several different levels of check and workforce, experience has shown that use of the Update Service is often not a viable option.



Please email any questions to Disclosure@thirtyoneeight.org

DBS update service



[About us](#) [Join us](#) [Our services](#) [Get help](#) [DBS Service](#) [Training](#) [News and Events](#)

DBS Update Service

Introduction

Applicants can now subscribe to the DBS Update Service with a new Certificate. Once subscribed the individual can take their Certificate with them from role to role where the same level and type of check are required. The status can be regularly checked by the employer so there will also be no further need to apply for fresh disclosures when renewing them. With the individual's permission, employers can go online for a free and instant check to find out whether the Certificate is still up to date.

Care should be taken however as you can only use a like-for-like check in this situation. This is because the employer / recruiting body is not legally entitled to know any subsequent information relating to a different workforce or level of regulated / non-regulated activity. For example, a nurse who has been checked for working with children and vulnerable adults can't then use that check for working just with children in a youth activity. Similarly, a volunteer check can't be used for a paid role.

The Update Service will only check for new information which relates to the applicant and not individuals connected with the home address if the applicant carries out some or all of their work from home. If your organisation is part of a diocese/organisation group, please first check with them if their policy to allow the DBS Update Service to be accepted. If your organisation is part of a diocese/organisation group, please first check with them to ensure that use of the DBS Update Service is acceptable.

<https://thirtyoneeight.org/dbs-update>



Please email any questions to Disclosure@thirtyoneeight.org

DBS update service

DBS Update Service Check List

Applicant Name _____

DOB ____/____/____

Position applied for _____

This result must be at the correct level for the above position.

DBS Certificate no _____ Dated ____/____/____

Date Certificate Viewed ____/____/____

Position applied for on the certificate: _____

Please tick the level of certificate:

Enhanced

Children's Barred List

Adult's Barred List

Remember - only accept a certificate issued at exactly the same level as the role requires

It is necessary to establish that the certificate is genuine and that the person is who they say they are; therefore you must see exactly the same ID that would need to be produced for a disclosure application.

I confirm that the person named above has proven their identity

Signature _____

Recruiter name _____

Date ____/____/____

I, the applicant, give _____ (Church/organisation name)
permission to regularly check my DBS status on line until I withdraw consent or step-down from this role

thirtyone:
eight 

Questions

thirtyone:
eight



Creating safer places. Together.

Thank you

Trainers: Matthew Coady – Account Manager
Anna Culliford – Disclosure Service Advisor

