

## Part 1: Complete the application form: Choose route A (online) or B (paper)

**A > ONLINE** complete [JotForm 1](#) To start the process. This is **NOT** your DBS application form - but it provides the Panel with the information to ensure that the role is eligible for a DBS check and decide what level of DBS is needed. After completing Jotform1, you will receive an email with a link / password to complete your online DBS application form. Please do this promptly. You will receive a reminder email every 5 days until the process is complete.



**B > PAPER DBS FORM** [contact the office](#) or send us [an email](#) requesting forms . A DBS paper application form(s) will be sent to your postal address or to your church safeguarding contact or secretary. Complete the form in black ink and arrange to meet with a verifier.

## Part 2: Identity verification

This is a required part of every DBS check. There are 2 ways to do this:

**1>FACE TO FACE** In accordance with DBS code of conduct each applicant will need to confirm their identity by showing at least 3 original documents such as passport, driving licence, utility bill etc. click [here for a](#) list of acceptable ID documents or visit the [DBS website](#).

A list of our volunteer verifiers is available from the Panel. Many ministers and staff are trained to fulfil this role so ask at your local church first. If you have already completed [JotForm 1](#) and completed your DBS application online , the verifier should complete [Form 2 \(word doc\)](#) or [Form 2 PDF](#) to enter the details of the identity documents seen. If you have completed a pink paper DBS application form the verifier should complete the Panel [verifiers form](#) noting the documents seen and also some information about the role in question.

### 2> DIGITAL ONLINE I.D. VERIFICATION (for an additional fee of £5.40)

To follow this route, you will need a valid passport with a microchip or a recent driving licence. You should note on the Jotform 1 that this is your preferred option and that you agree to pay the fee. Once you have completed your online DBS application you will receive an email invitation to complete the verification process using the camera on your smartphone. If for any reason you are unable to complete this process digitally you will need to follow the face to face route.

## Part 3: Receiving your DBS certificate

You will receive a paper DBS certificate from the DBS at the end of both routes.

Those choosing **route A - electronic** DO NOT NEED to send their paper certificate to the office unless we request this but you should show your certificate to your local safeguarding coordinator. The church should not retain any DBS certificates or make copies.

Applicants choosing **route B paper/** postal MUST send the original certificate to the Panel office. You can use the envelope provided but make sure you add a stamp. We will return your certificate to you. Route B - DON'T FORGET TO SEND US YOUR CERTIFICATE. Unless you complete this final step we can't verify that you have completed a DBS check for your role.

The Panel office will inform the local church when every DBS check has been completed. The church should keep a confidential record of the DBS status of their volunteers so they can ensure four yearly renewals are completed promptly and all new volunteers complete the process.