Applicant Guidance Notes

DBS Online Disclosure Guide (eBulkPLUS)
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An online DBS check can be completed by accessing the internet from any PC/Laptop that has this facility. If you do not own your own computer you can go to any internet café or local library. Please be aware that you must complete your application form in full as part completed applications form cannot be saved.

Please enter the following address in the web browser:

https://disclosure.capitarvs.co.uk/hrsolutions

Organisation Reference: SOUSCCADULTSHOUSING
Organisation Code: Orange2011

If you are not taken directly to the ‘Start New Application’ page, please click on ‘Start Application’ in the orange box entitled ‘STANDARD/ENHANCED DBS APPLICATION’ to enter the system and start your application.

Please note at this stage of the process your login details are case sensitive.
1. Enter the Organisation Reference that has been supplied to you by the company that you will be/are working for.
2. Enter the Organisation code that has been supplied to you by the company that you will be/are working for.

Once you have completed this section click ‘Enter’.
You will now be taken to the ‘Capita HR Solutions Statement of Fair Processing’ outlining the terms and conditions. Please read the statement and tick the box to confirm this has been read and agreed to.

Once you have ticked the consent box please click ‘Next’
You will now see the application pre-entry statement; this gives concise information in regards to the requirements by the DBS regarding acceptable identification in support of your DBS application.

A key requirement of the Certificate process through the Disclosure and Barring Service (DBS) is for your identification to be verified by the organisation requesting this Certificate on you.

If you do not hold at least one of the identification documents listed below you should seek clarification from the organisation requesting this Certificate on you prior to starting your application as you may not be able to submit your application online.

- Current valid Passport
- Biometric Residence Permit (UK)
- Current Driving Licence (UK, Isle of Man/Channel Islands) (full or provisional)
- Birth Certificate (UK & Channel Islands) - issued within 12 months of your date of birth

Sometimes, we might be required to undertake an External ID Verification Validation check. If so this is undertaken independently and may require your consent.

Please read the document DBS list of acceptable identification for details about the identification we require. You can get further guidance about the DBS Certificate process at www.homeoffice.gov.uk/dbs.

Please note, only English language applications can be submitted online – Welsh language applications must be submitted using the paper application route. If you require your certificate to be produced in the Welsh language please do not continue with this online application and contact the organisation requesting this application on you as a Welsh language application form must be completed and submitted to the Disclosure & Barring Service.

I have read and understand this statement (tick to confirm)

Once you have ticked the consent box please click ‘Next’

- The application form is a simple 5 step process. Please complete all fields.
- Mandatory fields are denoted by (*)

Mistakes on the application form will cause delays in processing.
Please enter your personal details.

If you have any middle name(s) ensure that you enter these details, particularly those that appear on your identity documents, e.g. passport, driving licence, birth certificate, etc. Any missing information from this or any other section can severely delay the processing of your criminal record check.

Once you have completed this section click ‘Next’.
If you are unable to provide a NI number this message will appear:

Please note, CAPITA HR SOLUTIONS can proceed with your application but the lack of a valid National Insurance Number will delay and/or adversely affect your Disclosure application.

Continue without NI Number  Add NI Number
Section 2 – Address History

Please enter your current address. If you have not lived at this property for more than five years, you will be taken to another screen. Here you will be required to add any additional addresses to ensure your address history goes back the required five years. Please note if you do not provide a minimum of five years address history, you will not be able to proceed to the next stage of the application process.

Address Dates

There cannot be any gaps/overlaps in your address history. Please ensure that the month and year of each address follows that of the previous address. Students who switch between their permanent residence and education establishments must enter each address with dates consecutively e.g. parents’ address Dec 2009 – Jan 2010, university address Jan 2010 – March 2010, parents’ address March 2010 – April 2010 etc. Do not run addresses/dates simultaneously as your application form will be rejected by the DBS. Once an address has been entered, you can edit any information by clicking on the ‘Edit’ button. For further guidance visit https://www.gov.uk/government/publications/dbs-unusual-addresses-guidance/dbs-unusual-addresses-guide.

Postcode

Please ensure that all UK addresses have a full postcode; if you cannot remember your postcode please use the Royal Mail link provided within the address information box https://www.royalmail.com/find-a-postcode.

No Fixed Abode UK

If you were of no fixed abode within the UK please enter the nearest hostel address to the location you were based.
Foreign Addresses/Travelling Overseas

If you have travelled overseas and cannot supply the address for a foreign country then please enter ‘no fixed abode’ for Address Line 1. Please then enter the Town/City and Country of where you were residing within this period.

Once you have completed this section click ‘Next’.
Section 3 – Additional Info

Place of Birth

Please enter details of your place of birth.

Nationality at Birth

Please enter your Nationality at birth and state YES or NO as to whether this has changed since you were born. If this has changed, you will be required to enter your current nationality.

Changed Surname

If you have changed your surname please provide your birth surname and the year you changed it. Please ensure that where names change they run in date order and with no gaps.

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, middle name(s) and surname separately using the 'Add Name' button below. If you have used any aliases, e.g. William known as Bill, please also supply these details.

Failure to supply any additional information may cause your application to be delayed.
Once you have completed this section click ‘Next’.
Section 4 – Employment Details

Position Applied For

Please insert the correct job role as supplied to you by your current/new employer. You will either be required to select your job role from the dropdown list provided or enter this manually. No abbreviations are permissible, e.g. Admin Asst should read Administrative Assistant. If you are a volunteer do not enter just volunteer, please enter in which capacity your job role is, e.g. Coach.

Failure to enter the correct job role may cause your application to be delayed.

Employer Name

This has been defaulted to the organisation you are applying through and cannot be amended.

Position Applied For (*)

Employer Name (*)

Conviction History

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:


Do you have any convictions, cautions, reprimands or final warnings which would not be filtered in line with current guidance? (*):

--- select ---
Conviction History

If you have never been convicted of a criminal offence or never received a caution, reprimand or warning then please select ‘No’. If you have been convicted of a criminal offence, or received a caution, reprimand or warning that is ‘protected’ as defined by the Rehabilitation of Offenders Act then please also select ‘No’.

If you have ever been convicted of a criminal offence, caution, reprimand or warning that is not ‘protected’ as defined by the Rehabilitation of Offenders Act then please select ‘Yes’.


Once you have completed this section click ‘Next’.
Section 5 – Confirmation and Consent

Now please read through your application to ensure that there are no omissions/errors before you submit your application. If you wish to edit a section of your application click on ‘edit’ next to the section of the form that requires changes.

At the end of the application please make sure that you complete the Applicant Consent section.

Now click ‘Complete’.
You have now completed your application form and you will be given a submission reference number. **Please make a note of this number for reference purposes.** If you entered an email address onto your application form you will receive a confirmation email containing these details.

Your application form will be processed by your employer once they have verified your identity. Please see below for guidance on identity verification.

**Next step - identity verification**

In line with the DBS code of practice all applicants requiring a DBS check must have their identity verified.

**How do I have my identity verified?**

Please provide original identification to your Company’s Nominated Person (usually Recruitment or HR Manager) and provide identification as listed in the acceptable ID table (see table below). Your application form will be processed by your employer once they have verified your identity, and then sent onto the DBS.
Tracking the progress of your application with the DBS

If you supplied an email address whilst entering your application, as soon as your application has been received at the DBS and is assigned a DBS Application Reference number you will receive a second email detailing this information. This email will also include details and links to the DBS website to enable you to track the progress of your application from the moment the disclosure process commences.

CONTACT DETAILS

Please contact your Employer or the person that asked you to apply if you have any queries in regards to the DBS application process. If you experience any technical issues with the online system, please contact Capita HR Solutions on 01228 673687. Alternatively you can contact us by e-mail at disclosure.requests@capita.co.uk

DBS List of Acceptable Identification

Route 1 – For all applicants except paid non-EEA nationals (3 documents to be seen)
- 1 document from Group 1.
- 2 further documents from Group 1, 2a or 2b
Combination of documents must confirm name, DOB & current address.
If unable to satisfy Route 1, proceed to Route 2/Fingerprints.

Route 2 – UK/EEA applicants only (3 documents to be seen plus an External ID Check)
- 1 document from Group 2a.
- 2 further documents from Group 2a or 2b.
Combination of documents must confirm name, DOB & current address.
If unable to satisfy Route 2, proceed to Route 3/Fingerprints.

Route 3 – For UK/EEA residing in UK 5+ years only (5 documents to be seen)
- 4 further documents, 1 from Group 2a, 3 from 2a or 2b.
At least one of the documents must show the applicant’s current address.
If unable to satisfy Route 3, proceed to Fingerprints.

For paid non-EEA nationals only (3 documents to be seen)
- 1 Primary Document
- 2 Supporting Documents from Group 1, 2a or 2b.
Combination of documents must confirm name, DOB & current address.
If unable to satisfy this route, DBS check cannot be submitted.

Fingerprints
Paper application form required (unable to process online).
Attendance at a local Police Station for fingerprints to be taken.
### Group 1
**Primary Identity Documents**

- Current valid Passport
- Biometric Residence Permit (UK)
- Current Driving Licence – photo card (UK / Isle of Man / Channel Islands and EEA) (Full or Provisional)
- Birth Certificate (UK / Isle of Man / Channel Islands) (Issued within 12 months of birth)
  - Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions & HM Forces. (Photocopies are not acceptable)
- Adoption Certificate (UK / Channel Islands)

### Paid Non-EEA Nationals
**Primary Documents**

- A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.
- A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
- A Certificate of Application issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old together with a Positive Vetting Notice from the Home Office Employer Checking Service.
- An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Vetting Notice from the Home Office Employer Checking Service.
  
  Applicants providing one of the following documents must also provide a current valid Passports.

- A current Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence.
A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or a previous employer.

A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or a previous employer.

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<th>Group 2b: Financial &amp; Social History Documents</th>
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<td>Current Driving Licence – photo card only (All Countries except Group 1) (Full or Provisional)</td>
<td>Mortgage Statement (UK or EEA) **</td>
</tr>
<tr>
<td>Current Driving Licence – paper version (UK / Isle of Man / Channel Islands / EEA) (Full or Provisional)</td>
<td>Bank/Building Society Statement (UK, Channel Islands or EEA) *</td>
</tr>
<tr>
<td>Birth Certificate (UK / Isle of Man / Channel Islands) (Issued after the time of birth)</td>
<td>Bank/Building Society Account Opening Confirmation Letter (UK)</td>
</tr>
<tr>
<td>Marriage / Civil Partnership Certificate (UK / Channel Islands)</td>
<td>Credit Card Statement (UK or EEA) *</td>
</tr>
<tr>
<td>HM Forces ID Card (UK)</td>
<td>Financial Statement e.g. pension, endowment, ISA (UK) **</td>
</tr>
<tr>
<td>Fire Arms Licence (UK / Isle of Man / Channel Islands)</td>
<td>P45/P60 Statement (UK / Channel Islands) **</td>
</tr>
<tr>
<td>Immigration document, work permit or VISA (issued outside of EEA) (Valid only for roles whereby applicant is living and working outside of UK)</td>
<td>Council Tax Statement (UK / Channel Islands) **</td>
</tr>
</tbody>
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Please note if a document in the list of Valid Identity Documents is:

- Denoted with * - issued in the last 3 months
- Denoted with ** - issued in the last 12 months