

## Disclosure and Barring Service (DBS)

### APPLICATION AND ID VERIFICATION PROCESS

1. Your role at Imperial College London has been identified as requiring DBS clearance. Please follow the instructions in [Section 1](#) to complete a new DBS application form.
  2. Once you have made your application, please follow the instructions in [Section 2](#) to provide your ID documents. Please refer to this section, before submitting your ID, as it is imperative that you provide the correct ID.
  3. If you already have a DBS certificate from a previous employer, please follow the instructions in [Section 3](#).
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### Section 1: Applying for a DBS check

#### 1. Completing your DBS application form

A DBS application invite email from Mayflower ([ebulk@mayflowerdb.co.uk](mailto:ebulk@mayflowerdb.co.uk)) our online DBS application provider has been or will be sent to your email address provided (please check junk mail). Clicking on the link in the email will open a blank online DBS application on your screen.

If for any reason you have not received the link, please contact [Staffdb@imperial.ac.uk](mailto:Staffdb@imperial.ac.uk) who can provide this.

Follow the on-screen instructions and fill in your personal details.

[Applicant Guidance Notes](#) are available to ensure you complete the application correctly.

#### Please note the following:

- It is imperative that you provide full, accurate and up to date information – it will not be possible for you to make amendments after finalising your application.
- The name on your application must be the same as the name on at least one piece of ID that can be used to verify your name (e.g., if your ID contains your middle name, this must also appear on your application and vice versa).
- The address you put on your application is where your DBS certificate will be sent. It must be your **current** address.
- The "Position Applied For" field should demonstrate why a DBS check is being requested – e.g., Personal Tutor (as opposed to University Lecturer), as the DBS use this to assess eligibility for a DBS check.
- If you have dual nationality, DBS requirements are that applicants should enter their **current** nationality as British. When submitting a passport for ID purposes, the nationality stated on the DBS application must be the same as the passport submitted.

Once you have completed your DBS application, Imperial will be automatically notified by the online system.

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## Section 2: Submitting your identification documents (ID)

**There are two options for your identification to be verified.**

### Option 1 – Digital ID check via TrustID

Once you have completed your DBS application, if you have provided your passport details, we will send you an invite to complete your ID check via the TrustID app.

Once the check ID check has been completed via TrustID you may be required to provide a proof of address e.g., bank statement or utility bill to the [Staff DBS team](#). If this is the case, we will inform you via email.

If you do not have a Biometric Passport (Any Nationality) or Biometric ID Card (EU/EEA) or cannot access the TrustID app you will need to follow the steps in Option 2.

### Option 2 – Verification with the Staff DBS team

If you do not have a Biometric Passport (Any Nationality) or Biometric ID Card (EU/EEA), once you have completed your DBS application, you will need to provide us with three forms of identification for verification.

Please email your three identification documents to [Staffdb@imperial.ac.uk](mailto:Staffdb@imperial.ac.uk) with the subject stated as '**DBS ID – your first and last name**'. **Only documents that are listed** on the [DBS list of acceptable identification](#) may be provided.

Typical examples of ID document submissions are as follows:

EXAMPLE 1:	EXAMPLE 2:
<ul style="list-style-type: none"><li>• Current valid passport</li><li>• Current valid photocard driving licence</li><li>• Bank statement issued within the last 3 months <i>(not online document)</i></li></ul>	<ul style="list-style-type: none"><li>• Current valid photocard driving licence</li><li>• P45/P60 statement issued in the last 12 months <i>(not online document)</i></li><li>• Utility bill issued in the last 3 months <i>(mobile phone bills not accepted)</i></li></ul>
EXAMPLE 3:	EXAMPLE 4:
<ul style="list-style-type: none"><li>• E-Visa - online valid evidence of immigration status issued by the Home Office</li><li>• Current valid passport</li><li>• Utility bill issued in the last 3 months <i>(mobile phone bills not accepted)</i></li></ul>	<ul style="list-style-type: none"><li>• Biometric Residence Permit (BRP) issued by the Home Office</li><li>• Current valid passport</li><li>• Council tax statement issued in the last 12 months</li></ul>

### Please note the following:

- The combination of ID documents must confirm your full name as entered on your DBS application and date of birth.
- A full list of acceptable identification is available here: [DBS list of acceptable identification](#)

Once you have completed your DBS application and provided us with acceptable identification, the Staff DBS team will contact you to arrange a time to check and confirm your photographic identity. This will need to be done face to face either at Faculty Building, South Kensington Campus or the Professional Service Hub, White City Campus. You will need to bring the originals of your ID documents to the meeting for verification.

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If you are unsure which documents are required, please contact the [Staff DBS team](#) for clarification.

## Section 3: Using your existing DBS certificate

To use your existing DBS certificate for your new role, you must meet the following criteria:

- You must have your original DBS certificate.
- You must already be subscribed to the [DBS Update Service](#) (there is a window of 30 days from issue of a DBS certificate to subscribe to the service, you will not be able to do so after this time).
- Your DBS clearance must be at the exact same level and for the same workforce as your new role (**it must not be at a higher or lower level**, as for Data Protection purposes we are not legally eligible to know more about you, than required for your Imperial College role). Please contact the Staff Compliance team, who will advise on the level of check needed for your role.
- Your DBS clearance must have the same barred check lists (if these apply).

**If you meet the above criteria**, please complete the following steps:

- a. Contact the [Staff Compliance team](#) and provide them with the following:
  - A scanned copy of your original certificate.
  - Written permission for Imperial College to carry out a check on your current DBS status (*do not complete this form if you are not subscribed to the update service*).

**Once in receipt of the documents mentioned above, the Staff Compliance team will confirm whether your current DBS certificate can be accepted. If it can, you will be required to show the original certificate to either the Staff Compliance team or your Line Manager before the role can commence.**

**If you do NOT meet the above criteria or are unable to provide the original certificate**, please follow the instructions in [Section 1](#) to apply for a new DBS check.