

Disclosure and Barring Service (DBS) check – application process

The Disclosure and Barring Service (DBS) application process is set out below.

Before the College requests a DBS check

You will need to:

- 1) Read the DBS application form guide for applicants
<https://www.gov.uk/government/publications/dbs-application-forms-guide-for-applicants>
- 2) Read the DBS Standard/Enhanced Check Privacy Policy
<https://www.gov.uk/government/publications/dbs-privacy-policies>
- 3) Complete the declaration below

DBS Standard/Enhanced Check Privacy Policy declaration

I have read the Standard/Enhanced Check Privacy Policy for applicants
<https://www.gov.uk/government/publications/dbs-privacy-policies> and I understand how DBS will process my personal data and the options available to me for submitting an application.

Signed: _____ Date: _____

How to complete a DBS check application

You will need to:

- 4) Complete the DBS application form (provided with your contract of employment or forwarded to you separately) as soon as possible to keep delays to a minimum
- 5) Contact your Senior/HR Manager (Senior HR Administrator for Support Services departments)
<http://www.imperial.ac.uk/human-resources/contact-us/> to arrange a convenient time to meet
- 6) Take your completed DBS Standard/Enhanced Check Privacy Policy declaration (above), application form, and 3 original documents proving your identity <https://www.gov.uk/criminal-record-check-documents> to the meeting

Your Senior/HR Manager (Senior HR Administrator for Support Services departments) will:

- 7) Collect and retain your Privacy Policy declaration
- 8) Check and confirm your identity and return your identity documents to you
- 9) Provide you with the Application Form Reference Number
- 10) Check and countersign your application form
- 11) Send the form to the DBS for processing

The DBS will send your certificate directly to you. This usually takes around 8 weeks but can take longer.

After you receive your DBS check

You will need to:

- 12) Take your original certificate to your Senior/HR Manager as soon as possible following receipt and no later than 8 weeks after the application was submitted to the DBS.
If you have not received your certificate by this date, please let your Senior/HR Manager know.

Your Senior/HR Manager will:

- 13) Take a copy of your certificate and retain it in line with the College's policy statement on the secure storage, use, retention and disposal of disclosures and disclosure information
<http://www.imperial.ac.uk/human-resources/procedures/recruiting-staff/disclosure-and-barring-service/>.

How to join the DBS update service

If you are in a role where a DBS check is an essential and ongoing requirement (i.e. over 12 months) you will need to:

- 14) Subscribe to the DBS update service <https://www.gov.uk/government/publications/dbs-update-service-applicant-guide/dbs-update-service-applicant-guide#joining-the-update-service>

You can do this:

- When your application form is submitted or whilst it is being processed, using your Application Form Reference Number; or
- When you get your DBS certificate, using your certificate number, within 30 calendar days of the issue date printed on your DBS certificate

- 15) Renew your subscription on an annual basis

You can do this:

- By setting up an automatic renewal when you first join the update service; or
- By manually renewing your subscription 30 days before your subscription ends (the DBS will send you a reminder email)

- 16) Request that the College refund your annual subscription costs

You will need to:

- Take a screen print of the confirmation of payment page when you subscribe
- Forward the screen print with a completed Expense Claim Form (E1) to your department or submit your claim via MyExpenses <http://www.imperial.ac.uk/finance/financial-services/expenses/>

- 17) Give your Senior/HR Manager permission to carry out annual checks on your DBS status by completing a [DBS Status Check Consent Form](#) (provided with your contract of employment or forwarded to you separately)

If a DBS check is not an essential and ongoing requirement for your role you may choose to join the DBS update service if you so wish.

Further information

To find out more about DBS checks, and Safeguarding in general, please visit:

- DBS website <https://www.gov.uk/government/organisations/disclosure-and-barring-service>
- DBS check detailed guidance <https://www.gov.uk/government/collections/dbs-checking-service-guidance--2#detailed-guides-for-applicants>
- College DBS guidance webpage <http://www.imperial.ac.uk/human-resources/procedures/recruiting-staff/disclosure-and-barring-service/>
- College Safeguarding webpage <http://www.imperial.ac.uk/human-resources/working-at-imperial/health-safety-and-wellbeing/safeguarding/>