

# Applying for a DBS Basic Disclosure

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# Logging onto the system

Go to:

[thirtyoneeight.org/apply-for-a-check](https://thirtyoneeight.org/apply-for-a-check)

This will take you to the 'thirtyone:eight **Apply for a Check**' page. Click on the **'Start application'** button and then select **'Start application'** under the Basic Disclosure Application heading.



**Please note at this stage of the process your login details are case sensitive.**

Enter your organisation reference number and organisation code. Your Recruiter will have given you this information in the email that accompanied this guide. If you haven't been given these please contact your Recruiter. Once you have completed this section click **'Start'**.

## Statement of Fair Processing

You will now be taken to the **'Statement of Fair Processing'** outlining our 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'**



**Mistakes on the application form will cause delays in processing.**

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## About You

If you are completing this application on behalf of someone else, please answer Yes to the third party details section, if not select No.



Please enter your personal details. If you have a middle name(s) ensure that you enter the details. Any missing information from this or any other section can severely delay the processing of your DBS Check

**Please be very careful when entering your details as some internet browsers have an 'autofill' facility which can result in names being repeated or even names of other members of your household.**

Once you have completed this section click **'Next'**.

## 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

## 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? \*

Select

### Personal Information

GENDER \*

Select

TITLE \*

Select

FORENAME \*

DO YOU HAVE ANY MIDDLE NAME? \*

Select

SURNAME \*

DATE OF BIRTH \* ⓘ

DD MM YYYY

DO YOU HOLD A VALID PASSPORT? \*

NO  YES

DO YOU HOLD A VALID UK DRIVING LICENCE? \*

NO  YES

DO YOU HOLD A VALID NATIONAL INSURANCE NUMBER? \*

NO  YES

DBS PROFILE NO

## 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 in your address history, however overlaps are allowed. Please ensure that the month and year of each address follows that of the previous address where relevant. Students who switch between their permanent residence and education establishments can enter their permanent residence as their main address and enter education addresses that overlap the main address. Once an address has been entered, you can edit any information by clicking on the **'Edit'** button.

### Postcode

Please ensure that all UK addresses have a full postcode; if you cannot remember your postcode please use the Royal Mail UK Postcode Finder link provided within the address information box.

### 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'**.

**Address History**  
Please enter your current address  
Mandatory fields are denoted by \*

There cannot be any gaps in your address history; however overlaps are permitted. If you are a student and switch between your permanent home residence and term-time educational residence, first enter your permanent home residence dates to cover your entire educational period. Educational establishment residences can then be entered with the dates that you were purely residing at these addresses during term times. If you have two current addresses, please ensure the address where you wish to receive your DBS certificate is stated as your current address. Your second current address can then be entered as a previous address but with overlapping dates.

**Current Address**

ADDRESS LINE 1 \*

ADDRESS LINE 2

TOWN \*

COUNTRY

COUNTRY \*

DATE FROM \*  
DD  MM  YYYY

PREVIOUS NEXT

### 3

## Additional info

### Place of Birth

Please enter details of your place of birth.

### Nationality / Current Nationality

Please enter your Nationality at birth and your current Nationality, even if this hasn't changed since birth.

### 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.

### Receive Paper Certificate

The DBS will automatically issue you an electronic certificate upon completion of your basic disclosure check. If you also require a paper copy of your certificate, please state 'Yes' to this question. Please then supply the address that you would like your paper certificate to be sent to.

### Certificate Access

The Lead Recruiter from your organisation will only be aware of the certificate number, the date and whether or not it is clear. However you can grant them access to your electronic certificate upon completion of the check automatically within the application. Please note, if you are granting a 3rd party access to your certificate, the email address you supply that can access your certificate must have a registered DBS portal account.

Please do not grant access to thirtyone:eight as we can already see all we need to via the Ebulk system.

### 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 previous name (forename, middle name(s) and surname) 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'.

The screenshot shows a form section titled "Place of Birth". It contains four dropdown menus, each with a "Select" option and a downward arrow. The labels for the dropdowns are: "TOWN \*", "COUNTRY \*", "NATIONALITY AT BIRTH \*", and "CURRENT NATIONALITY \*".

The screenshot shows a form section titled "Receive Paper Certificate". Below the title is a question: "WOULD YOU LIKE TO RECEIVE A PAPER CERTIFICATE AS WELL AS AN ELECTRONIC CERTIFICATE?". Below the question is a dropdown menu with a "Select" option and a downward arrow.

The screenshot shows a form section titled "Certificate Access". It contains two questions, each followed by a dropdown menu with a "Select" option and a downward arrow. The first question is: "DO YOU WISH TO PROVIDE CONSENT TO THE LEAD CONTACT OF YOUR RESPONSIBLE ORGANISATION TO VIEW YOUR ONLINE DBS CERTIFICATE WHEN IT HAS BEEN ISSUED? \*". The second question is: "DO YOU WISH TO PROVIDE CONSENT FOR A 3RD PARTY TO VIEW YOUR ONLINE DBS CERTIFICATE WHEN IT HAS BEEN ISSUED? \*".

The screenshot shows a form section titled "Other Names". It contains a dropdown menu with a "Select" option and a downward arrow, followed by a question: "HAVE YOU BEEN KNOWN BY ANY OTHER NAME? \*". Below this is a table with columns for "FORENAME", "SURNAME", "FROM", and "TO". The table currently contains the text "No records have been created". There are three buttons: "ADD NAME" (pink), "PREVIOUS" (pink), and "NEXT" (pink).

## 4 Employment details

### Purpose of Check

You are required to enter from the drop-down list provided, what the purpose of this basic check is (Employment, Personal Interest or Other.) If the purpose of the check is employment, further questions will be required. If 'Other' is stated, you will be required to enter what the purpose is.

### Position Applied For

Please insert the correct job role as supplied to you by your Recruiter. 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. Caretaker, Administrator, Finance Officer.

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

### Name of Employment Sector

Please select from the drop-down list provided, the most appropriate employment sector that your application relates to.

### Employer Name

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

Once you have completed this section click 'Next'.

## 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. Please be particularly careful that, if you have an autofill option enabled on your computer, your forename or any middle names are not repeated

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

Now click 'Complete'.

**Employment Information**  
Please complete the following employment details  
Mandatory fields are denoted by \*

**Employment Details**

PURPOSE OF CHECK\*

EMPLOYER NAME\*

[PREVIOUS](#) [NEXT](#)

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

**Third Party Details** [Edit](#)

FORENAME  
SURNAME  
EMAIL  
TELEPHONE NO  
JOB TITLE

**Personal Details** [Edit](#)

TITLE  
MR  
FORENAME  
TEST  
MIDDLE NAMES  
SURNAME  
APPLICATION  
DATE OF BIRTH  
01/08/1994  
GENDER  
MALE  
VALID PASSPORT  
No  
VALID DRIVING LICENCE  
No

## 6 Completed Application

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.

**You will receive a confirmation email containing these details to the email address supplied on the application form.**

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 Recruiter as listed in the acceptable ID table (see next page). Your application form will be processed by your employer and Thirtyone:eight once your identity has been verified, and then submitted to the DBS.

### Tracking the progress of your application with the DBS

Once 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 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 Recruiter if you have any queries about the DBS application process.

## Application Complete

Your reference number is 313APPL4342

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](#).

### ID Document Rules

You will now be required to have your identity verified by the organisation requesting this application on you in accordance with the DBS ID guidelines. If your identity cannot be verified via the documents you hold (for example, valid Passport, UK Driving Licence, Birth Certificate, UK Residence permit) your application will not be able to be processed. For a full list of acceptable forms of identification please read the document [DBS Basic Checks - List of acceptable identification](#). Further guidance about the DBS Application process can be accessed at [www.gov.uk/government/organisations/disclosure-and-barring-service](http://www.gov.uk/government/organisations/disclosure-and-barring-service)

EXIT

# DBS Basic Checks - List of Acceptable Identification

## What identity documents are accepted?

All applicants must initially be considered for Route One except for Non-UK Nationals who are seeking paid employment. Full guidance on acceptable documents for these applicants ONLY can be found: in the 'useful links' section at: [thirtyoneeight.org/dbs-links](https://thirtyoneeight.org/dbs-links)

Please ensure that where an applicant has changed their name you also see the relevant documentation to validate it eg. marriage cert/deed absolute etc

### Group 1 - Primary identity document

- Any current and valid passport
- Current biometric residence permit (UK)
- Current driving licence - photocard (full or provisional) (UK, Isle of Man, and Channel Islands).
- Birth certificate (UK, Isle of Man and Channel Islands) (issued within 12 months of birth) - including those issued by UK authorities overseas, e.g. embassies, High Commissions and HM Forces.
- Adoption certificate (UK and Channel Islands).

### Group 2a

#### Trusted government documents

- Current driving licence photo-card - (full or provisional) All countries outside the UK (excluding Isle of Man and Channel Islands)
- Current driving licence (full or provisional) - paper version (UK, Isle of Man, and Channel Islands) (if issued before 1998).
- Birth certificate (UK, Isle of Man and Channel Islands) - issued after time of birth
- Marriage/civil partnership certificate (UK and Channel Islands)
- Immigration document, visa or work permit (Issued by a country outside the UK). Valid only for roles whereby the applicant is living and working outside of the UK. Visa/permit must relate to the non-UK country in which the role is based
- HM Forces ID card (UK)
- Firearms licence (UK, Channel Islands and Isle of Man)

#### Route 1 - For all applicants except paid non-UK nationals

- 1 document from Group 1
- 1 further document from either Group 1, or Group 2a or 2b,

The combination of documents presented must confirm the applicant's name, address and date of birth. If this can't be achieved within 2 documents a third can be selected.

**If unable to satisfy Route 1, proceed to Route 2.**

#### For paid non-UK nationals only

- 1 document from Group 1a
- 1 further document from either Group 1a, or Group 2a or 2b,

The combination of documents presented must confirm the applicant's name, address and date of birth. If this can't be achieved within 2 documents a third can be selected.

**If unable to satisfy Route 1a, basic check cannot be submitted because the right to work cannot be established.**

#### Route 2 - For all applicants except paid non-UK nationals

- (3 documents to be seen)
- 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, basic check cannot be submitted.**



## Group 2b Financial/social history documents

- Mortgage statement (UK) \*\*
- Bank or building society statement (UK and Channel Islands) \*
- Bank or building society account opening confirmation letter (UK) \*
- Credit card statement (UK) \*
- Financial statement, for example a pension or endowment (UK) \*\*
- P45 or P60 statement (UK and Channel Islands) \*\*
- Council Tax statement (UK and Channel Islands) \*\*
- Letter of sponsorship from future employment provider Non-UK only - valid only for applicants residing outside of the UK at time of application \*\*\*
- Utility bill (UK) - not mobile telephone bill
- Benefit statement (UK), for example Child Benefit or pension \*
- A document from central or local government, government agency, or local council document giving entitlement (UK and Channel Islands) \*, for example from the Department for Work and Pensions, the Employment Service, HMRC.
- EEA National ID card \*\*\*
- Irish Passport Card \*\*\* - Cannot be used with an Irish passport
- Cards carrying the PASS accreditation logo \*\*\* (UK, Isle of Man and Channel Islands)
- Letter from head teacher or college principal (UK - for 16 to 19 year olds in full time education) - only used in exceptional circumstances if other documents options have been exhausted. \*\*\*
- Non-UK Bank or building society statement\* - (Branch must be located in the country in which the applicant lives and works)

### Please note: If a document in the List of Valid Identity Documents is:

- Denoted with \* - it should be less than three months old.
- Denoted with \*\* - it should be issued within the past 12 months.
- Denoted with \*\*\* - it must still be valid. Not denoted- it can be more than 12 months old.