

Basic DBS Platform Applicant User Guide



Security & Vetting Solutions
Screening Simplified

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How to access your DBS application?

- There are 2 methods for accessing your DBS application:
 1. Your organisation can provide you the link to your application, an example of which is included below:
 - <http://www.security-vetting.co.uk/dbs-check-submission-form/?ref=Example-Client>
 - Your organisation can enter your name and email address, the system will then send you an email issuing a link to your application.
 - Please make sure to check your Junk mail.
 - The email will be sent from noreply@security-vetting.co.uk
Please do not reply to this email.
- Please note the following:
 - PLEASE USE A PC AND GOOGLE CHROME ONLY.
 - Please note that once complete, you will not be able to access your completed questionnaire.
 - You will to know your five year residential history including exact to and from dates in advance.

How do I complete an application?

The screenshot shows the 'Name' tab selected. The 'Current Address' tab is highlighted in red. The 'Name' tab contains the following fields:

- Title: Mr
- Forename: Example
- Middle Names: Example
- Present Surname: Example
- Other Names Used?: Please state all names used (Yes)
- Other Forename Remove: Example
- Other Middle Names: Example
- Other Surname: Example
- Used From: 01/01/2000
- Used To: (empty)

A red error message is displayed: "Other Names Used To is a required field". A "Next" button is visible at the bottom left.

The screenshot shows the 'Current Address' tab selected and highlighted in green. The 'Current Address' tab contains the following fields:

- Date of Birth: 01/01/2000
- Birth town: Any Town
- Birth Country: United Kingdom
- Gender: Male
- Email Address: client.example@security-vetting.co.uk
- Contact Number: +441234 567 890
- Mobile Number: +441234 567 890

Other tabs include 'Personal Details', 'Past Addresses', 'Other Information', and 'Submit'. A "Next" button is visible at the bottom left.

- Please enter all personal information including any middle names and any previous names used.
- Not completed mandatory fields and pages will be highlighted red.
 - In order to return to a previous page please select the relevant page to return to. (circled in green on the picture)

How do I complete an application?

Name Personal Details **Current Address** Past Addresses Other Information Submit

Address Line 1
Unit 14A Humphrey Farms

Address Line 2
Hazeley Road

Town
Twyford Winchester

County
Hampshire

Postcode
SO21 1QA

Country
United Kingdom

Resident Since
01/01/2005

Next

Name Personal Details Current Address **Past Addresses** Other Information Submit

Previous 5 years address history available?
A full 5 years address history must be provided for a valid check

Yes

Address Line 1 (Primary)
Unit 14A Humphrey Farms

Address Line 2
Hazeley Road

Town
Twyford Winchester

County
Hampshire

Postcode
SO21 1QA

Country
United Kingdom

Date From
01/01/2000

Date To
01/01/2001

Add Previous Address

Next

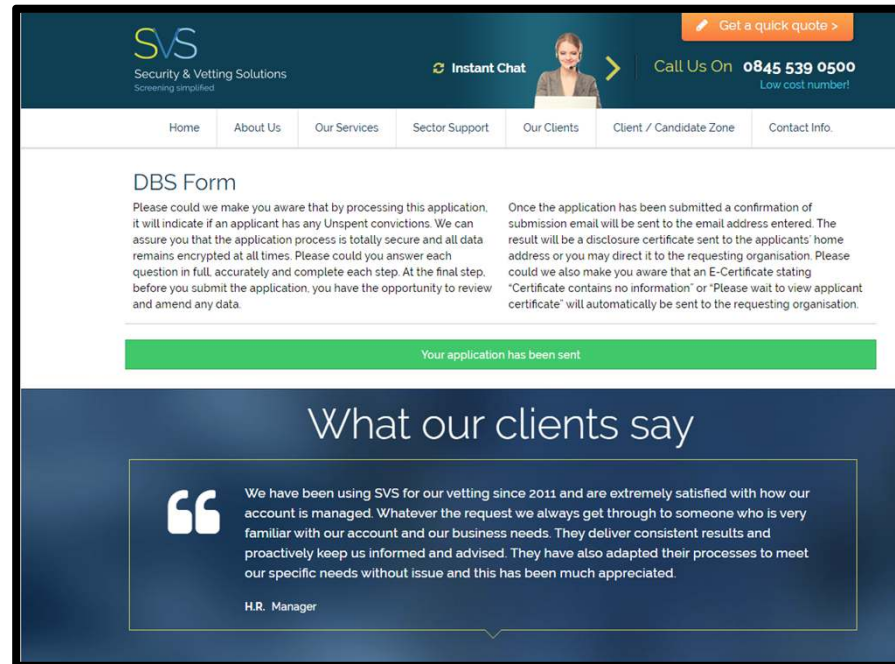
- Please enter the last 5 years of the address history.
 - Please do include any address outside the UK including the postal/ zip code.
 - Please do include start and end dates for each address in a DD/ MM/ YYYY format.

How do I complete an application?

The screenshot shows a web form for a DBS application. At the top, there are navigation tabs: 'Name', 'Personal Details', 'Current Address', 'Past Addresses', 'Other Information', and 'Submit'. The 'Other Information' tab is active. The form contains several fields: 'Purpose of Check' (Employment), 'Employment Sector' (Law Enforcement and Security), 'Position Applied For' (Security Engineer), 'Name of Employer' (Example Client Ltd), 'Do you have any Unspent Convictions?' (No), 'Receive Paper Certificate?' (Yes), 'Receive at Current Address?' (Yes), 'Is consent provided to RO?' (Yes), 'Identify Verified?' (Yes), and 'Evidence Checked By' (HR Manager). A green circle highlights the three 'Yes' selection fields.

- In order for the original DBS certificate to be sent to the your home address, please select 'Yes' in the relevant fields. (circled in green on the picture)
- RO – Responsible Organisation. Security & Vetting Solution are a Responsible Origination of the DBS.
- PLEASE NOTE THAT THE ORIGINAL DBS CERTIFICATE WILL NOT BE SENT IF YOU SELECT 'NO' IN THE 'RECEIVE PAPER CERTIFICATE' . PLEASE SELECT YES AS YOUR ORAGNSAITON MAY REQUEST TO VIEW YOUR ORIGINAL CERTIFICATE IN ORDER TO ACHIEVE COMPLIANCE.

How do I know that my application has been submitted?



The screenshot shows the SVS website interface. At the top, there is a navigation bar with the SVS logo, 'Instant Chat', and 'Call Us On 0845 539 0500'. Below the navigation bar, there is a menu with links for Home, About Us, Our Services, Sector Support, Our Clients, Client / Candidate Zone, and Contact Info. The main content area is titled 'DBS Form' and contains two columns of text. A green banner at the bottom of the main content area reads 'Your application has been sent.' Below this, there is a section titled 'What our clients say' featuring a quote from an H.R. Manager.

SVS
Security & Vetting Solutions
Screening simplified

Instant Chat

Call Us On **0845 539 0500**
Low cost number!

Home About Us Our Services Sector Support Our Clients Client / Candidate Zone Contact Info

DBS Form

Please could we make you aware that by processing this application, it will indicate if an applicant has any Unspent convictions. We can assure you that the application process is totally secure and all data remains encrypted at all times. Please could you answer each question in full, accurately and complete each step. At the final step, before you submit the application, you have the opportunity to review and amend any data.

Once the application has been submitted a confirmation of submission email will be sent to the email address entered. The result will be a disclosure certificate sent to the applicants' home address or you may direct it to the requesting organisation. Please could we also make you aware that an E-Certificate stating "Certificate contains no information" or "Please wait to view applicant certificate" will automatically be sent to the requesting organisation.

Your application has been sent.

What our clients say

“ We have been using SVS for our vetting since 2011 and are extremely satisfied with how our account is managed. Whatever the request we always get through to someone who is very familiar with our account and our business needs. They deliver consistent results and proactively keep us informed and advised. They have also adapted their processes to meet our specific needs without issue and this has been much appreciated.

H.R. Manager

- Once you have submitted your application, you will received a confirmation message as shown above.
- Please contact your organisation immediately if you have not received this message upon submission.