Basic DBS Platform Applicant User Guide

Security & Vetting Solutions

Screening Simplified

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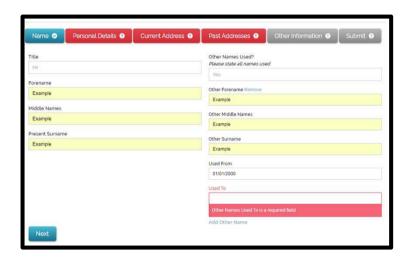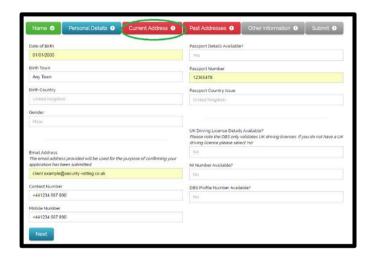
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How to access your DBS application?

➢ 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.
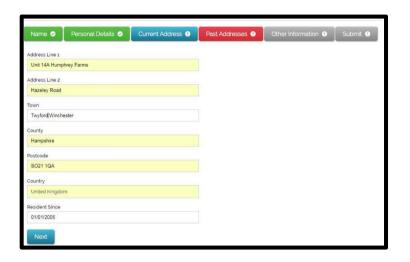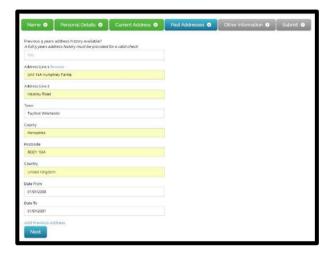
How do I complete an application?

- Please enter all personal information including any middle names and any previous names used.

- Not completed mandatory fields and pages will be highlighted red.
  o In order to return to a previous page please select the relevant page to return to. (circled in green on the picture)
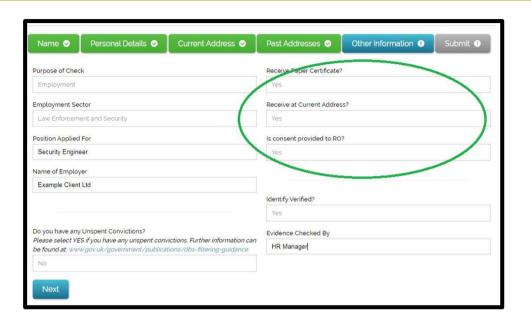
How do I complete an application?

- 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.
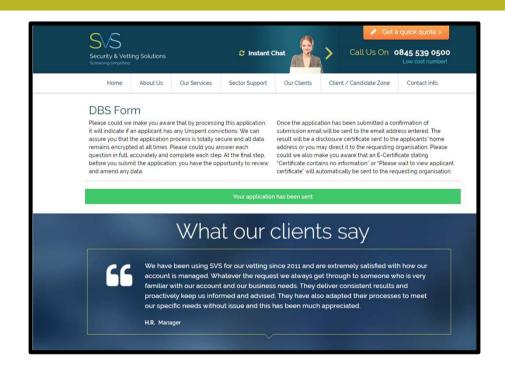
How do I complete an application?

- 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 ORAGNISAITON MAY REQUEST TO VIEW YOUR ORIGINAL CERTIFICATE IN ORDER TO ACHIEVE COMPLIANCE.

How do I know that my application has been submitted?

- 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.