To create an online DBS application:-

1. The parish volunteer (you) will receive an activation email with a link to follow from their parish representative
2. Then login and create a password
3. Have your ID documents ready
4. Screens will then take you through an online version of the DBS form.
5. Unless this is completed properly, the screen will not move on.
6. Submit this information electronically to the parish representative
7. Make an appointment to see the parish representative or telephone them.
8. Take all the ID documents that you have listed on the system to your appointment with the parish representative
9. The parish representative will then verify your ID and submit your application to the Safeguarding office
10. You will still receive a paper DBS certificate when your application has been processed.

JP.11/17