



DOES THE ROLE INVOLVE WORKING WITH VULNERABLE ADULTS AND / OR CHILDREN?

DOES NOT REQUIRE A DBS

APPLY VIA PAPER APPLICATION

APPLY VIA ONLINE

APPLICANT COMPLETES DBS1 FORM IF THEY DO NOT HAVE REFERENCES ON FILE IN THE PARISH OFFICE

PSR REQUESTS REFERENCES ON THE DBS2 FORM EITHER BY POST OR EMAIL

WHEN SATISFACTORY DBS2 REFERENCES ARE RECEIVED BACK THEY ARE FILED IN PARISH OFFICE IN A LOCKED CUPBOARD

PSR SENDS ANTOINETTE A REQUEST FOR THE ONLINE LINK USING THE APPLICATION TABLE

ANTOINETTE SENDS LINK AND DBS3C FORM TO APPLICANT VIA EMAIL

ANTOINETTE RECEIVES COMPLETED LINK AND DBS3C FORM AND SENDS APPLICANT AN EMAIL (PSR IS COPIED IN EMAIL) INITIATING ID VERIFICATION

ANTOINETTE VIEWS THE ID COMPLETES THE DBS3C FORM THEN SUBMITS APPLICATION TO DBS FOR CHECKING / ISSUING DBS CERT

APPLICANT RECEIVES DBS IN POST AND ANTOINETTE CONFIRMS DBS STATUS TO PSR VIA EMAIL

PSR VIEWS ID IN PERSON COMPLETES REMAINDER OF DBS3C FORM INCLUDING WHICH ID WAS SEEN APPLICANT SIGNS AND DATES FORM THEN PSR EMAILS / POSTS TO ANTOINETTE FOR SUBMITTING TO DBS

PSR VIEWS AND PHOTOCOPYS 3 PIECES OF ID

PSR POSTS ALL FORMS TO ANTOINETTE BY REGISTERED POST OR HAND DELIVERED

COMPLETE THE FOLLOWING
- LILAC FORM
- DBS3 FORM
- DBS4 FORM
- DBS17 FORM
- ONLINE UPDATE SERVICE FORM*
*OPTIONAL

APPLICATION PACK IS PROCESSED BY ANTOINETTE WITHIN 4 WEEKS OF RECEIVING AND SENT TO DBS FOR CHECKING/ISSUING DBS CERT

CONTINUE APPLICATION ONLINE

CONTINUE APPLICATION ON PAPER

IN PERSON WITH PSR

WITH ANTOINETTE VIA ZOOM