- **<u>Guidance for DBS check applicants:</u>**

- KKMS and Social Work students will be contacted with the details needed to complete self-registration and an online DBS application via First Advantage: Know Your People

- All other students will be sent an email from First Advantage: Know Your People to enable completion of an online DBS application

- Staff requiring a DBS check should contact e.l.milton@kent.ac.uk

- Student Ambassadors requiring a DBS check should contact outreach@kent.ac.uk

- If you already have a DBS disclosure AND you subscribe to the Update Service, please contact studentdbschecks@kent.ac.uk

- If you have any issues completing the online application, please use the First Advantage help function

- Please be aware there is a sensitive applications route, which might be applicable to your circumstances: https://www.gov.uk/guidance/transgender-applications

- You are required to provide us with **originals** of identification documents. Please see: https://www.gov.uk/government/publications/dbs-identity-checking-guidelines/id-checking-guidelines-for-standardenhanced-dbs-check-applications-from-1-july-2021

- Please ensure you include ALL student addresses, both on and off campus, when completing your application

    - One of your documents must confirm the address you enter as your current address – use your home address if your local address is not shown on your documents
    - Enter all other addresses as past addresses with the relevant start and end dates - the student address you are living at now should have an end date of today
    - Future dates are not acceptable
    - It is fine for address dates to overlap

- **If you have never lived in the United Kingdom, or you have spent 6 months or more living overseas in the last 5 years aged 16 or over, you will need to provide a 'Police Certificate of Good Conduct' or a Criminal Record History from that country, in English or a notarised translation. Guidance can be found here: https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants**

- Documentary proof is required to support any name changes e.g. marriage certificate, deed poll, except in the case of adoption before the age of 10

- If you are a Non-UK or Non-EEA National, you will also need to provide your Biometric residence / work permit or your Visa, or an immigration status share code starting with S

- If you are unsure whether you have the required documents, please contact your department or studentdbschecks@kent.ac.uk for advice

- You will be advised when to bring your documents in – the DBS requires that the evidence checker sees you in person with these. All documents shown to the evidence checker **must** be originals (**no photocopies, scans, or online printouts**). If you wish to provide a bank statement, but bank online, you will need to ask your bank / building society for a printed, dated bank statement on official headed paper or validated with a cashier's stamp. Please do not bring a statement you have printed yourself

- Please note: The University of Kent is not currently using the Post Office verification service offered by First Advantage except for KMMS students

- If your application is correct and complete, it will be submitted to the DBS via First Advantage as quickly as possible. If not, your application will be rejected and you will be contacted via email to advise what action needs to be taken

- If you need to pay for your DBS check, you will receive a request from First Advantage – the fee is currently £49.50 for the check plus First Advantage administration fees

- It is your responsibility to ensure you have received your DBS disclosure certificate. You can check progress by logging into First Advantage. If you have not received your certificate 14 days after the issue date, please see here: https://www.gov.uk/government/publications/dbs-certificate-reprint-guide/dbs-certificate-reprint-guide

- If we need to see your original DBS disclosure certificate once it has been issued, we will contact you. Otherwise, you should just keep it in a safe place as it is an important document