

Disclosure and Barring Service (DBS) guidance

1. How should I apply?

If you are a new **Social Work** or a **KMMS** student, you'll be contacted with the details that you need to complete self-registration and an online DBS application via First Advantage: Know Your People.

If you are a **student ambassador**, please contact outreach@kent.ac.uk.

All other students will be sent an email from First Advantage: Know Your People.

If you would prefer for your gender or name information to not be included on your application, you can apply via the [sensitive applications route](#).

If you already have a DBS disclosure *and* you subscribe to the DBS Update Service, please contact studentdbchecks@kent.ac.uk.

If you are a **staff member**, please contact Emma Milton (e.l.milton@kent.ac.uk).

2. What MUST I include in my application?

Important information about your addresses

- It is a DBS requirement that you provide ALL addresses that you have lived at during the past 5 years, therefore **you must include ALL student addresses, including any on campus**.
- The address that you enter as your current address can be either your permanent home address or your student address, but it must be in the UK. The student address that you are living at now should have an end date of today – future dates are not accepted. Dates can overlap. Choose the address where you would like the DBS to send your certificate.
- If you have never lived in the UK, 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.

What MUST I include in my application? (continued)

See the gov.uk website for more information on [criminal record checks for overseas applicants](#). This is to complete a five-year history to align with what is checked by the DBS. The DBS cannot check overseas records.

- [Further address guidance](#) can be found on the gov.uk website.

Important information about forms of identification

- The DBS check requires specific identification documents – see the [list of acceptable documents](#). If you are unsure whether you have the required documents, contact studentdbchecks@kent.ac.uk or your department.
- Evidence is required to support any name changes (eg marriage certificate, deed poll) except in the case of adoption before the age of 10.
- If you are a Non-UK National, you will also need to provide your eVisa, or an immigration status share code starting with S.

3. What do I bring to my in-person appointment?

You must bring **original** copies of **all** three documents that you used in your application to be checked in person. Photocopies, photos, scans and online printouts are not accepted.

If you wish to provide a bank statement but you bank online, you will need to ask your bank/building society for a printed, dated bank statement that is stamped and signed. Please do not bring a statement that you have printed yourself.

4. Other important information

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

The University of Kent is not currently using the Post Office verification service offered by First Advantage except for new 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

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