

Guidance for DBS check applicants:

1. Social Work and Pharmacy students will be contacted with the details needed to complete self-registration and an online DBS application via GBG.
2. All other students will be sent a New Applicant Account Activation email from GBG which will include the Org PIN and a link to enable completion of an online DBS application.
3. Staff requiring a DBS check should contact R.Stevenson-357@kent.ac.uk.
4. If you already have a DBS disclosure AND you subscribe to the Update Service, please contact crbs@kent.ac.uk.
5. Guidance for completing the application can be found here:
<https://gbg.onlinedisclosures.co.uk/Authentication/Login>
6. Please ensure you include ALL student addresses, both on and off campus, when completing your application. It is acceptable for address dates to overlap. However, only the address you put as your current address on your application needs to be confirmed by one of your documents.
7. You are required to provide us with **originals** of identification documents. Please see:
<https://www.gov.uk/criminal-record-check-documents>
 - If you are a **Non-UK or Non-EEA National**, you will also need to provide your **Biometric residence / work permit or your Visa**.
8. If you are unsure whether you have the required documents, please contact your department or crbs@kent.ac.uk for advice.
9. You will be advised when to bring your documents to show us – 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**). The evidence checker will take a copy and verify that he / she has seen the original. 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 cashiers stamp. Please do not bring a statement you have printed yourself.
10. Please note: The University of Kent is not currently using the Post Office verification service offered by GBG.
11. If you have never lived in the United Kingdom, or have spent a considerable amount of time living abroad in the last 5 years, you will need to provide a 'Police Certificate of Good Conduct' or a CRB / DBS Disclosure from that country, in English or a notarised translation. Please ask your department's nominated DBS contact for further information. Useful guidance can also be found here:
<https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>
12. If your application is correct and complete, it will be submitted to the DBS via GBG 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.

13. If you need to pay for your DBS check, you will receive a request from GBG – the fee is currently £53.
14. 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.