



Primary Applicant Manager Guidance Notes

DBS Online Disclosure Guide (eBulkPlus)



Commercial in confidence





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Primary Applicant Manager Guidance Notes

Our online DBS/digital Right to Work/Media checks can be completed by accessing the internet from any device that has this facility. This includes a smart phone, tablet, laptop or PC. It is supported on the latest versions of all modern browsers; however, we do not recommend access via Internet Explorer as this browser is unsupported both by our technology and soon by Microsoft also. The software is simplistic and easy to use. You can gain access to the system within minutes.

You have been granted access to eBulkPlus in the role of a Primary Applicant Manager. A Primary Applicant Manager can view and edit all applications created under the organisation or specific division they have been created under. A Primary Applicant Manager can stipulate what ID has been seen in relation to an applicant and complete Section Y details. After an applicant's ID has been verified and Section Y completed, a Primary Applicant Manager has the authority to approve an application for countersigning.

Logging onto the System

Please enter the following address into your web browser:

https://disclosure.capitarvs.co.uk/crvs

You will now be on the main login page that shows three white boxes. Please note at this stage of the process, your login details are case sensitive.

- Click on 'Application Management'.
- Enter your company Organisation Reference this will have been supplied to you in an automated email (if you cannot remember this please click on the 'Forgotten your login details?' icon at the bottom of the screen to be sent a reminder).
- Enter your Username.
- Enter your Date of Birth (for first initial login please ensure you enter the default date of birth 01 Jan 1998. Failure to do so will deny you access to the system).

Application Management Use the sign in below if you have a user account for the organisation to access submitted eBulkPlus applications	s.
ORGANISATION REFERENCE *	FIRST LOGIN: Please note that when you login for the first time you must enter the temporary Date of Birth and password as supplied to you in the two automated login emails, these can be changed to your own choice.
DATE OF BIRTH* DD V MM V YYYY V BACK ENTER	Forgotten your login details? Forgotten your password?

Screen Shot 1

• Once you have completed this section click 'Enter'.





• Enter your password (this will be supplied to you in an automated email) – see screen shot 2 below (If you cannot remember this please click on the 'Forgotten your password?' icon at the bottom of the screen to be sent a new one-time password).

If you have difficulty gaining access to the system, please contact our Client Relations Team on 01420558752 however please ensure the first time you login that you have not been denied access because of entering your own date of birth. **The first time you login you must enter the temporary default date of birth 01 Jan 1998.**

Application Management Please enter your password.		
PASSWORD *	LOGIN	PRIST LOOR. Please note that when you login for the first time you must enter the temporary Date of Birth and password as supplied to you in the two automated login emails, these can be changed to your own choice.
		Forgotten your password?

Screen Shot 2

- Please note, after initial login you will be required to set your own password and enter your own date of birth for future login purposes.
- Please re-enter into the 'Current Password' field the temporary password you received in your initial e-mail and then create your own unique password (see screen shot 3 below).
- The password you create must be between 8 & 30 characters containing at least one upper case letter, one lower case letter, one special character and at least one number.
- Please then enter a date of birth of your choice for future login purposes.
- Please then click '**Update**'.

Application Management section.	Please create a new password and enter your Date of Birth. These details will then be used for all future system access to the Application Management section. The password must be between 8-30 alphanumeric characters with no whitespace and contain one upper case letter and one				
	UPDATE				

Screen Shot 3





• If you have successfully created your own password, you will now be able to enter the system by clicking the 'Click here to enter System' icon in the green box (please note you do not need to re-enter your password details once the green box has appeared).

	APPLICATIONS	±.	
	System Security		
	Thank you - update successful Click here to enter System		

Screen Shot 4

• This will now take you to the main eBulkPlus Home Page called the 'Dashboard' (see screen shot 5 below).

DASHBOARD	APPLICATIONS	RESULTS	REPORTS	x
Applications D The table below provides an overview of the stat applications over 180 days old and Disclosure So archived.	us of your current applications within t		Create Invite	
Pre Submission				
Invitations Sent	12	Awaiting Digital ID	15	
Awaiting Verification	332	Awaiting External ID	0	
Awaiting Media Check Request	0	Queried Applications	144	
Awaiting Authorisation	937	Awaiting Payment	D	
Transfer				
Queued	12			
Sent	3			
Submitted				
Processing			28	
Certificate Review Required			0	
Completed			4	

Screen Shot 5





Inviting an applicant to submit their application

You can generate an email invite to an applicant(s) inviting them to submit their application for any combination of the following checks – DBS check (with or without digital ID check), digital Right to Work check and Media check, all from within the eBulk dashboard. This can be done by clicking the 'Create Invite' button at the top of the dashboard.

You will be taken to the invitation page where you can generate your invite (screenshot 6 below).

- You will need to select the 'Organisation' that you wish the applicant to create their application under, you will be able to select any organisations that you are linked to. You will be able to select the types/levels of check that you require the applicant to submit from the 'Checks Required' tick list below.
- You are then required to enter the applicant's forename, surname and email address into the boxes provided. If you wish to invite more than one applicant to create this specific level of check for this specific organisation you can click the **'Add Candidate'** button as many times as required to invite multiple applicants.

X a				
DASHBOARD	APPLICATIONS	RESULTS	REPORTS	1
	didate Invite to create an email invite issued to the cance y (*)	lidate that will ask them to create th	neir application.	
Invite Details	~			
CHECKS REQUIRED * DBS Standard/Enhan DBS Basic DS Basic Digital Right to Work Media Check				
FORENAME *				

- Screen Shot 6
- If you need to invite a large list of individuals, you can use the 'Bulk Upload' feature instead allowing you to upload a spreadsheet of applicants to be invited (screenshot 7 below). If you wish to use this feature, please leave the forename, surname, and email address fields blank and instead upload a pre-created spreadsheet. A blank template is provided in the eBulk footer if required. The spreadsheet must contain 3 columns only (Forename, Surname, Email address), any invalid data contained in the spreadsheet when uploaded will fail validation and be highlighted to you at the top of the screen.

Bulk Upload	
Select Excel File Choose file No file chosen	

Screen Shot 7





- Next, you are required to select a template from the 'Email Template' drop-down field (screenshot 8 below). You will
 have different template choices available to you based on the checks requested as part of the invite. Selecting one
 of these will populate the content of the invite email on-screen for you to review and amend if required. The prepopulated wording of these templates will either be the default wording coded into our system or a bespoke
 template for your organisation.
- Finally, click **'Send'** to generate the invite to issue the invite to the applicant(s) entered.

	Template Details	
	EMAIL TEMPLATE *	
	Select ~	
	Select New Starter Invite Email Renewal Invite Email Tools View	
	<> \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □ < \\ □	
	P POWERED BY TINY	
	P POWERED BY TINY	
	BACK	
Scroon Shot 9		





How to track/chase invitations

Step 1 - Once invitations have been generated and sent, they are stored in the system until the applicant creates their application from the invite they have received. On the Dashboard page (see screen shot 5 above), in the top box entitled **Pre-Submission**, click on 'Invitations Sent'.

You will be able to see the invitations that have been sent, waiting for the applicant to create their application. When an applicant has created their DBS/DS application from the invite they have received, it will move from this dashboard folder and into the 'Awaiting Verification' folder. A Right to Work application form will move from into the 'Awaiting Digital ID' folder and a Media Check application form will move into the 'Awaiting Media Check Request' folder.

DASHBOARD		APPLICATION	IS	RESULTS	RI	EPORTS	1
	vitations that have	been sent by the sy	stem and are awaiting c	ompletion by the candi			
- Select	~ .	- Select 🗸	CHEQSORG		V 10	~	
ORDER BY	v .	UBMIT					
						FIND INVITATION	
Date Invited	Invitation Ref	Surname	Email Address	CC Email Address	Org Ref	Checks Required	
19/07/2023 [DBS]	1964SMIT353	SMITH	john.smith@test.co m		CHEQSORG	Des MEDA	
06/07/2023 [DBS]	1819PARR330	PARROTT	will.parrott@capita. com		CHEQSORG	005	

Screen Shot 9

Step 2 - Opening an invite: Click on an applicant's reference number to open their invitation (see screen shot 9 above)

Step 3 - Overview, you will now see two tabs of the invitation (see screen shots 10 & 11 below)

trix				
DASHBOARD	APPLICATIONS	RESULTS	REPORTS	1
Application	s → I964SMIT3	353		
The details of this invite can be vie				
Invite Created: 19/07/2023	ITHDRAW			
OVERVIEW INVITE				
Invite Header				
APPLICANT NAME:	JOHN SMITH			
STATUS:	Invite Sent			
EMAIL ADDRESS:	john.smith@test.com			
CHECK TYPE:	DBS Basic			
APPLICATION TYPE	DBS Basic Social Media Check			

Screen Shot 10





rix 				
DASHBOARD	APPLICATIONS	RESULTS	REPORTS	1
Application	s → I964SMIT3	53		
The details of this invite can be vie				
Invite Created: 19/07/2023				
RESEND	ITHDRAW			
OVERVIEW INVITE				
Personal Details				
FORENAME	JOHN			
SURNAME	SMITH			
EMAIL ADDRESS	john.smith@test.com			
BACK				
n Shot 11				

Step 4 – Invitation, to view the details entered for the invitation click the 'Invite' tab. If these details are incorrect, these can be updated by a user with the appropriate access (see screen shot 11).

Step 5 – Chasing an invitation

- If you wish to resend the invitation, please click the **'Resend'** button at the top of the page. This will resend the original invitation email to the email address detailed on the 'Invite' tab.
- Invitations will be automatically chased by the system at a default chase pattern of 3 times every 3 days unless a different chase pattern has been configured for your organisation. After the final chase, the applicant will then have a further 30 days to create their application until the invitation is automatically withdrawn by the system.
- If the invitation is no longer required, it can be withdrawn at any time using the **'Withdraw'** button at the top of the page. This will remove the invite from the **'Invitations Sent'** folder.





How to verify ID & Complete Section Y

Step 1 – On the Dashboard page (see screen shot 5 above), in the top box entitled **Pre-Submission**, click on 'Awaiting **Verification**'. Please note that you will be able to see the total number of application forms you have awaiting ID verification and Section Y to be completed.

The DBS applications in this folder can be filtered using the '**ID Check**' and '**Section Y**' drop-down menus from the toolbar if the 'Channel' has been set to 'DBS'. These can be used to only see applications awaiting just the ID Check, just Section Y, or both. It can also be used to filter out applications that have had both the ID Check and Section Y completed, but that are just awaiting approval (see screen shot 6 below)

DASHBOARD		APPL	ICATIONS	RESULTS		REPORTS
Applications for	r Checking					
The table contains ap	plications waiti	ng for ID verific		/or Section Y for DBS) to be complete complete the required sections.	ed and approved.	
CHANNEL		LEVEL		STATUS	ORGANISATION	
— Select —	~	Select	~	Waiting ID Check 🗸	CHEQSORG	Ŷ
DISPLAY		ORDER BY				
10	~	Latest	~	SUBMIT	ĺ.	
						FIND APPLICATION
Date Created	Our Ref		Sumame	Date Of Birth	Org Ref	Checks Required
18/07/2023 [DB	6] 574TEST52	80	TEST	04/04/1996	CHEQSORG	

Screen Shot 12



Click on an applicant's reference number to open up their application form (see screen shot 13 below)

	is waiting for ID verification (and/or Sec view the application details and comple	tion Y for DBS) to be completed and approved. te the required sections.	
Click the reference number to	view the application details and comple		
CHANNEL			
	LEVEL STATUS	ORGANISATION	
- Select -	✓ Select ✓ Waitin	ng ID Check v CHEQSORG	~
DISPLAY	ORDER BY		
10	✓ Latest ✓	SUBMIT	
			FIND APPLICATION
Date Created Our	Ref Surname	Date Of Birth Org Ref	Checks Required
18/07/2023 [DBS] 574	TEST5280 TEST	04/04/1996 CHEQSORG	

Screen Shot 13





Check ID: Incomplete Section Y: Incomplete WITHDRAW Incomplete OVERVIEW APPLICATION NOTES DCUMENTS AUDIT Application Header INTE OF BIRTH 06/03/1983 ORIGMEISTON NAME CHEQS ORGANISATION OUR BIFERBIXCE 1916BART354 DATE OF COMISHT 20/07/2023 16:19:12	App Created:	20/07/2023	Registered For Update Service >	
APPLICATION NOTES DOCUMENTS AUDIT Application Header AUDIT Application Header TEST TEST Date OF BIRTH OK/03/1983 ORBARISATION NAME CHEQS ORGANISATION OUR REFERENCE 1916BART334 Date OF COMBBIT 20/07/2023 16:19:12		Incomplete		
OVERVIEW APPLICATION NOTES DOCUMENTS AUDIT Application Header APPLICATI NAME TEST TEST DATE OF BIRTH 06/03/1983 ORBARISATION NAME CHEQS ORGANISATION OUR REFERENCE 1916BART354 DATE OF COMBENT 20/07/2023 16:19:12	Section Y:	Incomplete		
APPLICANT NAME TEST TEST DATE OF BIRTH 06/03/1983 ORBANISATION NAME CHEQS ORGANISATION OUR REFERENCE 1916BART354 DATE OF CONSENT 20/07/2023 16:19:12	WITHDRAW			
APPLICANT NAME TEST TEST DATE OF BIRTH 06/03/1983 ORBANISATION NAME CHEQS ORGANISATION OUR REFERENCE 1916BART354 DATE OF CONSENT 20/07/2023 16:19:12				
APPLICANT NAME TEST TEST DATE OF BIRTH 06/03/1983 ORBANIBATION NAME CHEQS ORGANISATION OUR REFERENCE 1916BART354 DATE OF CONSENT 20/07/2023 16:19:12	OVERVIEW APPLICATIO	N NOTES DOCUMENTS	AUDIT	
DATE OF DIRITH 06/03/1983 ORBANISATION NAME CHEQS ORGANISATION OUR REFERENCE 1916BART354 DATE OF CONSENT 20/07/2023 16:19:12	Application Heade	r		
ORBANISATION NAME CHEQS ORGANISATION OUR REFERENCE I916BART354 DATE OF CONSENT 20/07/2023 16:19:12	APPLICANT NAME	TEST TEST		
OUR REFERENCE 1016BART354 DATE OF CONSERVT 20/07/2023 16:19:12	DATE OF BIRTH	06/03/1983		
DATE OF CONSENT 20//07/2023 16:19:12	ORGANISATION NAME	CHEQS ORGANISATION		
	OUR REFERENCE	1916BART354		
DBS Application	DATE OF CONSENT	20/07/2023 16:19:12		
DBS Application				
	DBS Application			
	STATUS	Waiting ID Check and Sect	ion Y	

Screen Shot 14

Step 3 – You will now see an overview of the applicant's completed form with 4 other available tabs, Application, Notes, Documents and Audit (see screen shot 14).

- Notes tab this provides the facility to add any notes relating to an application for other Primary Applicant Managers to see. To add a note, click the 'Notes' tab then click the 'Add Note' button. After entering the note, select 'Save'.
- **Documents tab** the reports returned as a result of any digital ID, digital RtW or Media Check will be available to download from this tab.
- Audit tab this provides a real-time audit trail of any activity relating to an application. This will show the date and time when a user views or edits an application as well as when the ID Check/Section Y was completed.

Step 4 – **Application**, to view the application details entered by the applicant, click on the '**Application**' tab. Here you can see the entire application submitted by the applicant, this can be used to ensure the correct job role has been entered and to verify any ID given by the applicant in a previous surname or previous address (see screen shots 15 & 16).

If any of the information stated on the application is incorrect this can be amended. To edit any part of the application, click 'Edit' against that section of the application. Once you have amended the information on the application, click the 'Next' button at the bottom of the page to go back to the overview screen. A Primary Applicant Manager can amend any part of the application up until it has been countersigned by us; once the application has been countersigned it can no longer be edited.

VERVIEW APPLIC	ATION NOTES AUDIT		Contact Details	
Third Party Deta	ails	Edit	LANGUAGE	ENCLISH
RENAME	THIRDPARTY FORENAME		TELEPHONE NO	07548712064
NAME	THIRDPARTY SURNAME		EMAIL ADDRESS	candidateemail@example.test.com
NL.	thirdparty_email@example.com			
IONE ND	4343434344334			
TLE	Tester		Address History	
			ADDRESS	FROM
rsonal Detail	S	Edt	FLAT 1 UK STREET UK TOWN	
1	MR		UK COUNTY AAGO DAA	01 Jan 203
IAME	SECTION Y		UNITED KINGDOM	
OLE NAMES			FLAT 2	
IAME	CHECK ID		2 UK STREET UK TOWN	01 Jan 2015
OF BIRTH	02/10/1985		UK COUNTY AAGO DAA	01 Jan 2015
DER	MALE		UNITED KINGDOM	
MBER				

Screen Shot 15





Step 5 - Verifying ID

- You will notice at the top of the screen a box which highlights if the ID has been verified or not (see screen shot 14 above), with a section completion date. It will say in red '**Incomplete**' if the section has not been completed for either ID verification or Section Y. If there is a date entered it means that this action has been completed and will show the date that it was carried out on. If a digital ID check has already been requested but hasn't yet completed, it will state '**Pending Digital ID Result**'
- To complete the ID verification section, click on '**Complete ID Check**', access to this section is located in two places at the top of the screen or on the overview of the actual form itself. You will now be on the ID screen (see screen shot 17 below).

You will have three options for how you wish to perform the identity check. This can be carried out by using a certified identity service provider (IDSP) or by manually witnessing original documents provided to you.

DASHBOARD	APPLICATIONS	RESULTS	REPORTS	1
Identity Ch	eck Method			
You are now required to underta individual this check is being ca	ike an identity check to ensure the persona rried out against.	al details entered on this application	on match the details held by the	
The identity check can either be to you by the applicant.	carried out using a certified identity service	ce provider (IDSP) or by manually	witnessing original documents provided	
Please select from the options I	below, how you wish to validate the identity	y of the individual this application	has been completed for.	
0	rtake a digital ID check (plus digital Right to Work			
Complete the ID check using the interval of	ng a digital ID check already obtained			
	WE ALREADY CARRIED OUT A DIGITAL ID CHECK THROUG			
0	nually using original documents provided by the a AVE CARRIED OUT THE ID CHECK MANUALLY USING DOCU			
ВАСК			NEXT	
t Consent Form ation of offenders Guidance		DBS Code of Practice Bulk Invite Template		

Screen Shot 17

Verifying identity using the eBulk digital ID integration

This facility allows for the identity verification to be performed digitally and remotely without the need for the applicant to present original documents to you to be verified. It also allows you to request a digital Right to Work check at the same time as performing the identity verification digitally.

If you didn't request a digital ID check as part of the invite created and you wish to carry out the identity check using our certified identity service provider, please select 'Invite the applicant to undertake a digital ID check (plus digital Right to Work check if required)' (see screen shot 17 above.)

You will now be taken to the digital invite page which will automatically populate the name and email address of the applicant where present (see screen shot 18 below.) To invite the applicant to undertake just a digital ID check, please select 'Digital ID Check Only' from the 'Digital ID Check Type' drop-down list and ensure their name and email address are populated along with selecting the email template to issue them. This will generate an email to the applicant allowing them to carry out their digital ID check via our certified IDSP.





To invite the applicant to undertake a digital ID check and a digital Right to Work Check, please select 'Right to Work + Digital ID Check' from the 'Digital ID Check Type' drop-down list and ensure their name and email address are populated along with selecting the email template to issue them. This will generate an email to the applicant allowing them to carry out their digital ID check and digital Right to Work check at the same time via our certified IDSP.

DASHB	BOARD A	APPLICATIONS	RESULTS	REPORTS	1	
App Enter check	r the following infor	noted by (*)		e candidate that will ask them to undertake a digital ID		

Screen Shot 18

Applicants that have been invited to do a digital ID check can be found in the 'Awaiting Digital ID' queue on the main dashboard (see screen shot 5 above.)

Once the digital ID check has been carried out, the ID section of the application will be updated with either a pass or fail result and a PDF report of the digital ID check can be downloaded by clicking the '**Download Digital ID Report**' button (see screen shots 19-22 below.)

If the result of the digital ID check is '**FAIL**', you must read the digital ID report to understand why and verify their identity manually depending on the reason the digital ID check failed. To do this, click the '**RESET ID CHECK**' button at the bottom of the ID screen to restart the identity process, this time selecting an alternative method.

If the result of the digital ID check is '**PASS**', the ID section will be auto completed upon receipt of the digital ID check result and there will be nothing further to do in relating to the identity verification part of the process.

If a digital Right to Work check was also requested, a '**RTW Check**' element will be added to the header of the application and will be updated with either a pass, fail or see report result. A PDF report of the digital Right to Work check can be downloaded by clicking the '**Download Digital ID Report**' button from either the ID screen or the RTW screen.





<section-header><section-header><section-header></section-header></section-header></section-header>
<text></text>
<form></form>
The signal D check report, please cick Download Digital D Report below:
The ignal ID check the base rate indout and has successfully confirmed the applicants identify. To view the ignal ID check the proof, the ignal is the two tenders in the two tenders is
The digital ID check report, please click Townload Oightal ID Report below:
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verifier instauly using a document provided by the applicant that meets DBB/Disclosure Sociated orbital. APPLICANT WARE Verifier A second orbital instance in (A) Control or
VIKIS PRIVA WILLOW CARRONNE (Like solaris in side in in (R) URMERT ARRONNE SPRIVATE PRACEAU SPRIVATE PRACEAU SPRIVA
AVICUNIT CATEGORY UNCLANDINGLE, (CR. endoord readered in UR) UNCLAND
ULENTIONEL (AF refront resider in UK) UREFOR FACES COPTON UNITES KINDOOM UNITES KINDOOMUNITES KINDOOMUNITES UNITES KINDOOMUNITES UNITES KINDOOMU
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URBY CR 20 W URBY MADDAM EXC OF WRM CI (01/2000) EXCENT HIM CI (
UNTER KINGOOM
OVERIOUS DOUBLET Plagoot (surf) DOUBET 2 - wheth - DOUBET 2 - wheth - DOUBLET 2 - wheth - DOUBLET 2 - wheth - DOUBLET 2 - wheth - - wheth - - - - - - - - - -
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Pasaport (connert and valid) bootscare r - select - - select - Ves Ves Descript ALCORECK VERSURF Pass Descript ALCORECK VERSURF
SOCAMENT I - select - cument / screeces cocces Ves
- statest - - statest - - - - - - - - - - - - -
CLARENT VARIES CREATE Tes Contra, B Oriect REIST Pass Contra, B Oriect REIST Pass Contra Contract for Contract Reist Deveload Dynall (D Report Contract Contract Reist Contract Contract Reist Reist Name: Contract Reist Reist Reist Name: Contract Reist Reist Reist Name: Contract Reist Reist Reist Name: Contract Reist Reist Reist Reist Name: Contract Reist
Define to exercise at
Destrue to describedar Pass Reported Digital To Report Cost COSE / FISSIONEL HANKER COST COSE / FISSIONEL HANKER NUML OF REPORT PERMIT
Pass Dev contractor or contraction Developed ID Report CONT CODE, PERSONAL MARKER
Pass Our community of convertings Developed Dispect CONTCOMP. PERSONAL MARKER
INFO CARTENANT OF CAREFULTION Deminical Digital ID Report CODT CODE / PERSONAL NAMER NAME OF CONTITY LEDINCE (INFORCES (SNP) (NED
Demeted Digital ID Report CONTOCOL / RESONAL MARKER
NAME OF GEDITITY SERVICE HOWGER (DUP) VIED
TrustD Limited
DATE DIGITAL ID CHICK CARRED OUT

A	dentity Check pplications > 867PAWA712659 seconfirm the details of the digital ID check carried out below, for further information please refer to the Identity currents section of this screen	
	Digital ID Check Result The digital ID Check has been carried out however it has not been able to successfully confirm the applicant's identity. To view the digital ID check report and understand why the digital ID check has failed, please click Devindea Digital ID Report below. In order to proceed, you will need to verify the applicant's identity using an alternative method, Please click the RESET ID CHECK: button below to restart the identity process again	
	Digital ID - Identity Documents Press elect from the dopdown links balow the documents that were wrifted by the catified identity Service Provide (ICSP) as part of the doptal ID crites catifies (ICSP) as part of the sequence of the second s	
	APPLOAFT NAME VIXAS PRVAR APPLOAFT ONTEODIT VIXANTONAL (XII: net on all resident in UK)	
	CURRENT ALCRESS 2 SPEICER PLACE CRIVICOI SURREY CRI 2017 UNITED XINGGOM	
	Late or earth 01/01/2000 0000MB/T1 Patagon (courses and valid)	
	DOCMENT 2 - Milet -	
	Ves V DOTAL O DEDX MILT Fail V	
	ISPE DETIFICATE OF COMPLETION Deveload Digital ID Report COTT CODE / FESICIPALE NAMER	
	NAME OF BENTY HERVE PROVER (DIP) LIED Truet D Linded	
	DATE DIGITAL ID CHECK CARRIED OUT	

Screen Shot 20





Right to Work Check Applications > 860PAWA713485	
Digital RTW Check Result The digital RTW check has been carried out and has successfully confirmed the applicant's right to work. To view the digital ID check report, please click 'Download Digital ID Report' Delow.	
Digital Right to Work	
BASIC DBS PAWAR	
UK,NATIONAL (UK national resident in UK) CUMMINF ADDRESS	
2 EDWARD ROAD GROTON SURREY CR6 GV UNITED KONGOOM	
DATE OF BRITH 01/01/1998	
Possport (current and valid)	
DOCUMENT 2	
~	
Pass v	
IDEP CERTIFICATE OF COMPLETION Download Digital ID Report	
NAME OF REMITY SERVICE PROVIDER (DRP) USED	
DATE DIGTAL BY OHEOK CARED OUT	

Screen Shot 21

Right to Work Check Applications > 596PAWA713456	
Digital RTW Check Result The digital RTW check has been carried out and included a share code to verify their RTW status. To view the digital ID check report, please click 'Download Digital ID Report below.	
Digital Right to Work	
APPLOANT MARE BASIC DBS PANAR	
APPLICANT CATEGORY UKCHATIONAL (UK national resident in UK)	
CURRENT ADDRESS 2 EDWARD ROAD CRYDDON SURREY CRR ROY UNTED KINGDOM	
6410 0F 8870H 01/01/1998	
Possport (current and valid) 🗸 🗸	
DOCAMUNT 2	
Diatriu, istie Geldoniebuut See Report	
IDIP CONTRICATE OF COMPLETION Download Digital ID Report	
NAME OF EXHITY SERVICE PROVIDE (699) USED TrustED Limited	
DATE DIGITAL ITWI CHECK CAMBED OUT	





Verifying identity using a digital ID check already obtained

This facility allows you to verify the identity using a digital ID check already obtained via your own IDSP outside of our platform. If you wish to verify the identity using this method, please select **'Complete the ID check using a digital ID check already obtained'** (see screen shot 17 above and screen shot 23 below.)

- Please select the ID documents verified by the IDSP as part of the digital ID check undertaken.
- Ensure that you confirm from the drop-down boxes that they have verified the applicant's address and also that they have verified a document containing their date of birth.
- Please upload a copy of the digital ID report obtained from your IDSP by clicking 'Choose File'
- If a Cost Code or Personnel Number is required to be assigned to the specific application, this can be entered in the Cost Code / Personnel Number field.
- Now click 'Save' and then click the 'Return to Application' icon in the green box located at the top of the screen. Now you are ready to complete Section Y of the form (this is the equivalent to Section X on the new lilac paper DBS application forms).
- Once the ID Check has been saved, if you realise that it has been completed incorrectly or through the wrong route, you can reset the ID Check section and complete it again if required. Please note, you will only be able to do this if you have been assigned the appropriate user privilege to do so. To do this, go back into the ID Check screen and click the **'Reset ID Check'** button found at the bottom of the screen.

Identity Check Applications > 890JALL712700 Please confirm the details of the digital ID check carried out below, for further information please refer to the Identity Documents section of this screen.
Digital ID - Identity Documents Please select from the objection lists before the doments that were writed by the certified liststry Service Provider (IOEP) as part of the digital Oracis cardied cut If the low wandle to suddle the applicant's address as part of digital Orack, this will need to be writed manually using a document provided by the applicant that meets OBEOracibuure Southard ontons.
APPCost Nake NARE LLOW APPCOST 0000
Add 0AA UNTER NROOM bere of With 01/01/181 booked1 *
EXCLANENT 2 - safect - - CURRENT ACCRESS OFENDE No V
LATE OF MITH-OHOUD No DSP-CERTIFICATE OF COMPLETION Conseq 66(1) No 56 chosen
DATE DATA, IS O MERC GAMMED OUT





Verifying identity using original documents provided to you by the applicant

If you do not wish to verify identity using a digital ID check, please select **'Complete the ID check manually using original documents provided by the applicant'** (see screen shot 17 above and screen shot 24 below.)

Identity Che	CK		
Applications > 421TEST	714891		
	ents seen using the dropdown lists below, for further inf	ormation please refer to Identity	
Route 1 - Identity Doc	cuments		
further two documents from Group	ted to be taken. Three documents in total must be seen; one doc + 1, 2a or 2b. One document must verify the applicant's current a ne due to the absence of a Group 1 document you must satisfy y	ddress. If you are unable to validate	
Group 1 Documents >	Group 2a Documents >	Group 2b Documents >	
APPLICANT NAME			
TEST TEST			
APPLICANT CATEGORY			
UK_EEA_LONGTERM_RESIDENT (E	uropean Economic Area national resident in UK for more than 5	years)	
CURRENT ADDRESS			
TEST			
TEST S1 1AA			
01 MA			
DATE OF BIRTH			
01/01/1993			
Please note - the DBS this information must	S have requested that if an Applicant indicates they have a Pass t be provided.	port and/or a Driving Licence then	
Applicant is unable to	res any changes of name, you must ensure that documentary pr o provide proof to support a change of name, you should hold a easons why before considering to validate their identity.		
GROUP 1 DOCUMENT			
- select -	~		

Screen Shot 24

eBulkPlus will automatically ascertain the route that should (or must) be taken based on the nationality and country of birth stated by an applicant within their application form. If an applicant does not hold sufficient ID to be able to go through Route 1, you will then be required to click the 'Unable to verify ID via Route 1 – proceed to Route 2' button at the bottom of the screen.

- Please select the ID the applicant has provided for you from the drop-down boxes. Guidance notes can be found at the top of the screen and are in accordance with the DBS Code of Practice. Please ensure at all times that you follow the ID checking rules e.g. do not accept a utility bill if it is more than 3 months old or do not accept an out of date passport.
- Ensure that you confirm from the drop-down boxes that you have verified a document showing the applicant's address and also that you have verified their date of birth.
- If a Cost Code or Personnel Number is required to be assigned to the specific application, this can be entered in the Cost Code / Personnel Number field.
- Now click 'Save' and then click the 'Return to Application' icon in the green box located at the top of the screen. Now you are ready to complete Section Y of the form (this is the equivalent to Section X on the new lilac paper DBS application forms).
- Once the ID Check has been saved, if you realise that it has been completed incorrectly or through the wrong route, you can reset the ID Check section and complete it again if required. Please note, you will only be able to do this if you have been assigned the appropriate user privilege to do so. To do this, go back into the ID Check screen and click the **'Reset ID Check'** button found at the bottom of the screen.



Please note, that if an applicant cannot verify their identity via Routes 1, 2 or 3 they will not be able to process their application through eBulk and will need to complete a paper application stating 'NO' in section W59. Fingerprints will need to be taken and consent will be required by the applicant. An applicant who is a non-UK national seeking paid employment cannot go through its appropriate route; they will be unable to submit a DBS application.

A full list of DBS acceptable ID for each route can be found at the end of this guide





What you must do as part of the ID Checking process

When verifying identity manually, the applicant must provide a range of ID documents as part of the DBS check application process. As an employer you must:

- follow the ID checking process routes as outlined
- check and validate the information provided by the applicant on the application form
- establish the true identity of the applicant through the examination of a range of documents as set out in this guidance
- make sure the applicant provides details of all names by which they have been known
- make sure the applicant provides details of all addresses where they have lived in the last five years
- check that the online application is fully completed and the information it contains is accurate.
- you must only accept valid, current and original documentation
- you must not accept photocopies
- you must not accept documentation printed from the internet e.g. internet bank statements
- identity information for the applicant's name, date of birth and address recorded on the online application form must be validated
- you should in the first instance, seek documents with photographic identity (e.g. passport, new style driving licence, etc.) and for this to be compared against the applicant's likeness
- all documents must be in the applicant's current name
- one document must confirm the applicant's date of birth
- you must ensure that the applicant declares all previous name changes and provides documentary proof to support the change of name. If the applicant is unable to provide proof to support the change of name, you should hold a probing discussion with the applicant about the reasons why before considering validating their identity
- you must see at least one document to confirm the applicant's current address, in accordance with the guidance
- a document from each of the groups should be included only once in the document count e.g. don't accept two bank statements as two of the required documents, if they are from the same bank
- you should not accept the foreign equivalent of an identity document if that document is listed as '(UK)' on the list of valid identity documents





Step 6 - Completing Section Y

- To complete Section Y click on '**Complete Section Y**' (please refer back to screen shot 14). Access to this section is located in two places to the top of the screen or on the overview of the actual form itself. You will now be on the '**Section Y**' screen (see screen shot 25).
- If required, guidance can be read by clicking on the 'i' tooltip icons if you require any clarification regarding the application type required or any other drop-down boxes within Section Y.

DASHBOARD APPLICATION	S RESULTS REPORTS	1	
Section Y			
Applications → 421TEST7	14801		
Please complete the following information			
Application Details			
APPRICATION TYPE			
Select 🗸			
WORKFORCE ①			
Select 🗸			
ARE YOU ENTITLED TO KNOW WHETHER THE	APPLICANT IS BARRED FROM WORKING WITH ADULTS		
Select 🗸			
ARE YOU ENTITLED TO KNOW WHETHER THE	APPLICANT IS BARRED FROM WORKING WITH CHILDREN		
Select 🗸			
WORKING WITH VULNERABLE GROUPS AT T	IE APPLICANT'S HOME ADDRESS ①		
Select 🗸			
IS VOLUNTEER (]			
Select 🗸			
DBS ADULT FIRST CHECK REQUIRED			
Select 🗸			
Screen Shot 25			

• Please complete the application details by selecting Yes/No answers from each of the drop-down boxes. You can add additional information about an applicant and their job role if you wish in the box at the foot of this screen.

Workforce Categories

- Adult Workforce use this for any position that involves working/volunteering with adults
- Child and Adult Workforce use this for any position that involves working/volunteering with both children and adults
- Child Workforce use this for any position that involves working/volunteering with children
- Other Workforce use this for any position that does not involve working/volunteering with Children or Adults (e.g. security guard / electrician)





• Finally click 'Save' then scroll to the top of the screen to the green box and click 'Approve'.

APPROVE	Thank you - this section is complete. This application is now ready for CounterSignatory Authorisation please click the Approve button to proceed	×
	APPROVE	

- Please ensure you click on 'Approve' failure to do so will result in the form not being submitted for Countersignatory Authorisation.
- You have now completed this section; you will have no further action to take. The form will automatically transfer to your Registered Body to be countersigned, ready for onwards transmission to the DBS.
- *If an application does require further clarification from us prior to submission to the DBS, a query will be flagged on the application and WE will contact you for clarification. During this time, a copy of the application record move into the 'Queried Applications' folder on the Dashboard (see Screen Shot 5). You can view the full information regarding the query by clicking on the 'Notes' tab of any application in the 'Queried Applications' folder (see Screen Shot 26 below)*

	be viewed below.		
The application is now read	ly to be authorised by a Co	ountersignatory	
App Created:	15/09/2020	Registered For Update Service >	
Check ID (Route 1) :	16/09/2020		
Section Y:	16/09/2020		
Query Outstanding:	Waiting Review		
Approved:	16/09/2020		
OVERVIEW APPLICATI	on Notes Audi	т	
Application Notes			Refresh
We have a query (Created	by JORDAN BARTON)		17/09/2020 15:18
This is a note			
ADD NOTE			

- ____
- Once a form has been countersigned by your Registered Body, the application will be moved to the 'Transfer' section. Applications at this stage are awaiting collection by the DBS. Once the DBS have collected them, they will move into the processing stage – please see below for further details.

NB. An application form can be withdrawn at any time up to and including Countersignatory stage. Once a form has been electronically transferred to the DBS, we cannot withdraw it without incurring the DBS charge. If you wish to withdraw an application at Countersignatory stage, please contact us immediately, to enable the process to be halted





How to submit Media Check requests

Step 1 – On the Dashboard page (see screen shot 5 above), in the top box entitled **Pre-Submission**, click on 'Awaiting **Media Check Request'**. Please note that you will be able to see the total number of application forms you have awaiting the media check to be requested.

D/	SHBOARD		APP	LICATIONS	RE	SULTS		REPORTS	
Media	Check app	lications	waiting t	o be req	uested				
			and the second second second		viewed and requested.				
CHANNEL			LEVEL		STATUS		ORGANISATION		
- Selec	-	~	Select	~	Awaiting Media Check	~	All	~	
DISPLAY			ORDER BY						
10		~	Latest	~	SUBMIT				
								FIND APPLICATION	
Date Cri	ated	Our Ref		Sumame	Date Of Birth		Org Ref	Checks Required	
18/07/2	023 [MD]	1383SMIT3	52	SMITH	01/01/1972		CHEQSORG	NEDA NEDA	
	1 result								

Screen Shot 27

Step 2 - Opening an application form:

Click on an applicant's reference number to open up their application form (see screen shot 28 below)

DASHI	BOARD	APPL	ICATIONS	RESULTS	S	REPORTS	2
Media Ch	eck applicatio	ns waiting to	be red	quested			
The table cor	ntains Media Check a	pplications waitin	g to be re	viewed and requested.			
CHANNEL		LEVEL		STATUS	ORGANISATION		
- Select -		- Select -	~	Awaiting Media Check	~ All	~	
DISPLAY		ORDER BY					
10		Latest	~	SUBMIT			
						FIND APPLICATION	
Date Created	Our Ref		Sumame	Date Of Birth	Org Ref	Checks Required	
18/07/2023	[MD 1383SMI	T352	SMITH	01/01/1972	CHEQSORG		
Showing 1 re:	nult						

Screen Shot 28





Step 3 – Overview, you will now see three tabs of the applicant's completed form (see screen shots 29 & 30 below).

	rix ecc				
	DASHBOARD	APPLICATIONS	RESULTS	REPORTS	1
	Applications		352		
	App Created:	18/07/2023			
	OVERVIEW APPLICATION	NOTES DOCUMENTS	AUDIT		
	Application Header				
	APPLICANT NAME DATE OF BIRTH ORGANISATION NAME OUR REFERENCE DATE OF CONSENT	JOHN SMITH 01/01/1972 CHEQS ORGANISATION 1383SMIT352 18/07/2023 20:51:10			
	Media Check			SUBMIT REQUEST	
	STATUS MEDIA APPLICATION TYPE ISSUE DATE	Awaiting Media Check Social Media			
creen	Shot 29				

OVERVIEW	APPLICATION	NOTES	DOCUMENTS	AUDIT		
Third Pa	arty Details					Edit
FORENAME						
SURNAME						
EMAIL						
TELEPHONE NO)					
JOB TITLE						
Persona	al Details					Edit
FORENAME		JOHN				
MIDDLE NAMES	2					
SURNAME		SMITH				
DATE OF BIRTH		01/01/19	72			
GENDER		MALE				
Contact	Details					Edit
TELEPHONE NO)	+4477551	123456			

Screen Shot 30

Step 4 – Application, to view the application details entered by the applicant, click on the '**Application**' tab. Here you can see the entire application submitted by the applicant, this can be used to ensure the correct information has been entered prior to the media check being processed (see screen shot 31).





Step 5 – Submitting the media check request:

Once you are happy with the data supplied by the candidate for their media check, you can submit the media check request by clicking the 'Submit Request' button within the Media Check section of the Overview tab (see screenshot 29 below). Please note – until the 'Submit Request' button has been pressed, the media check will not be processed and a result for this media check will not be returned.

trix anoo				
DASHBOARD	APPLICATIONS	RESULTS	REPORTS	±
Applications	→ I383SMIT3	352		
The details of this application can be	viewed below.			
App Created:	18/07/2023			
WITHDRAW				
OVERVIEW APPLICATION	DOCUMENTS			
Application Header				
APPLICANT NAME	JOHN SMITH			
DATE OF BIRTH	01/01/1972			
ORGANISATION NAME	CHEQS ORGANISATION			
OUR REFERENCE	1383SMIT352			
DATE OF CONSENT	18/07/2023 20:51:10			
Media Check			SUBMIT REQUEST	
Media Check			SUBMIT REQUEST	
STATUS	Awaiting Media Check			
MEDIA APPLICATION TYPE	Social Media			
ISSUE DATE				

Screen Shot 31

Once the **'Submit Request'** button has been pressed, you will receive on-screen confirmation that the Media Check has been successfully submitted and is now in progress (see screenshot 32 below).

Applications	S → I383SMIT352 be viewed below.
Media check submitted succe	issfully.
App Created:	18/07/2023
OVERVIEW APPLICATION	DOCUMENTS
Application Header	
APPLICANT NAME	JOHN SMITH
DATE OF BIRTH	01/01/1972
ORGANISATION NAME	CHEQS ORGANISATION
OUR REFERENCE	1383SMIT352
DATE OF CONSENT	18/07/2023 20:51:10
Media Check	
	- Describe
STATUS	Processing Social Media
MEDIA APPLICATION TYPE ISSUE DATE	social Media 19/07/2023
NAME MALE	13)072020

Screen Shot 32





DBS/Media Check Processing

Step 1 – Tracking an application – see screen shot 33.

• On the Dashboard you will see towards the bottom of the screen, a box called 'Submitted'.

Applications Da The table below provides an overview of the status applications over 180 days old and Disclosure Scot archived.	of your current applications within t		Create Invite
Pre Submission			
Invitations Sent	12	Awaiting Digital ID	15
Awaiting Verification	332	Awaiting External ID	0
Awaiting Media Check Request	D	Queried Applications	144
Awaiting Authorisation	937	Awaiting Payment	0
Transfer			
Queued	12		
Sent	3		
Submitted			
Processing			28
Certificate Review Required			0
Completed			4

Screen Shot 33

• To track an application, click on '**Processing**', this will take you to a screen which will show all the applications for your company that are currently being processed by the DBS and/or SP Index. To track an individual's DBS application, click on '**Track**' next to their DBS reference number in the right-hand column (see screen shot 34). This will take you directly into the DBS's tracking page for that applicant.

	Applications Being Processed The table contains applications currently at the DBS or Disclosure Scotland.					
For DBS applications, click the track	k link for a progress updat	te via the DBS tracking se	ervice.			
CHANNEL	LEVEL	STATUS		ORGANISATION		
Select V	Enhanced ~	Processing	~	All	~	
DISPLAY	ORDER BY					
10 ~	Latest ~	SUBMIT				
Date Sent Our Ref	Sumame	Date Of Birth	Org Ref		FIND APPLICATION	
18/07/2023 [DBS] 819BART5234	BARTON	10/10/1984	CHEQSORG	E0122366434 Track	<u></u>	
13/02/2023 [DBS] 823BART5099	BARTON	10/10/1984	CHEQSORG	E01234567892 Track		
10/02/2023 [DBS] 852BART5115	BARTON	10/10/1984	CHEQSORG	E0111136677 Track	<u>e</u>	

Screen Shot 34





Completed Results

DBS Results with content

Step 1 - Notification – see screen shot 35.

• The DBS will send notification online once an application has been completed. To view a result please return to the Dashboard and click on '**Completed**' in the Submitted section.

Transfer		
Queued	12	
Sent	3	
Submitted		
Processing Certificate Review Required		28
Completed		4

Screen Shot 35

Step 2 - Viewing a Certificate result with content – see screen shot 36.

- To view the information of a certificate e.g. certificate issue date, reference number and result status, click on the applicant's reference number (see screen shot 36). This information will stay in the '**Completed'** folder for 180 days from the issue date of the certificate.
- Certificate results with content will state "*Please wait to view applicant certificate*" in the Status column This means the certificate contains information and you will have to view the applicant's certificate to see this information.

The table contain	Results s applications t	hat have recently bee	n completed			
RESULT		CHANNEL.	LE	/EL	ORGAN	IISATION
All	~	DBS	~	- Select	✓ S	elect —
DISPLAY		ORDER BY				
10	~	Latest	~	SUBMIT		
Result Date 14/08/2020 [DBS]	Reference 048ROUT713		Certificate	0694 14/08/2020	Status Please view ap certifica	plicant ate
14/08/2020 [DBS]	151ROUT713	057 ROUTE THREE	0000000	0693 14/08/2020	Certifica contain informa	s no

Screen Shot 36





Step 3 – Indicating sight of the applicant's certificate – see screen shot 37.

To help an organisation keep track of which applicants have brought their certificate in and been viewed by the organisation, the system is able to record the date the applicant's certificate has been seen by their organisation or whether sight is not required. As an Applicant Manager, you can add this date on to an application to indicate that their certificate has been sighted.

To add the date or to view whether a date has been added, click on the reference number of the application from the '**Completed'** folder (see screen shot 36 above). Once in the application, the date can be added in the '**Applicant's Certificate'** section at the top of the screen (see screen shot 37 below).

Application The details of this application of		ROUT71305	58
App Created:	14/08/2020	E-Sent:	14/08/2020
Check ID (Route 3) :	14/08/2020	E-Receipt:	14/08/2020
Section Y:	14/08/2020	E-Result:	14/08/2020
Approved:	14/08/2020	Registered For Upda	te Service >
Csig Auth:	14/08/2020	Leavers Date:	
Invoice Sent:	14/08/2020		
Applicant's Certificate: Seen Not required			
OVERVIEW APPLIC	ATION		

Screen Shot 37

Step 4 – Uploading a scanned copy of the applicant's certificate – see screen shot 38.

As an Applicant Manager, you may have been granted permission to upload and/or view uploaded certificates attached to results with content. If you have been granted the upload privilege, you are able to upload a scanned copy of the applicant's certificate to their application as long as you obtain their consent. If you wish to use this facility, you will need to mark the 'Written consent has been obtained from the applicant?' box, once ticked you will have facility to select the required file to upload.

Once a file has been uploaded, you will be able to view this as many times as you wish by clicking the 'Download Certificate' button until the application is archived after 180 days (see screen shot 38 below). If you have been granted the appropriate privilege, you may also have the ability to remove the uploaded certificate by clicking the 'Remove Certificate' button. Please note a sample '*Applicant Consent Form*' can be downloaded from the footer of eBulkPlus to use to obtain applicant's consent.

DASHBOARD	APPLICATION	S RE	SULTS	REPORTS	1
Applicatio	ons → 048R	OUT7130	58		
The details of this application of					
Written consent from th	e applicant must be obtained	before you can upload a cer	tificate.		
App Created:	14/08/2020	E-Sent:	14/08/2020		
Check ID (Route 3) :	14/08/2020	E-Receipt:	14/08/2020		
Section Y:	14/08/2020	E-Result:	14/08/2020		
Approved:	14/08/2020	Upload Certificate			
Csig Auth:	14/08/2020	Written Consent Ha	as Been Obtained From The	SAVE	
Invoice Sent:	14/08/2020	Applicant?			
Download Personal Date	a >	Click To Browse Fo	r And Upload A Certificate Fil	e	
Applicant's Certificate:		Choose file			
OSeen Not required		DOWNLOAD CERT	IFICATE REMOVE CERT	IFICATE	

Screen Shot 38





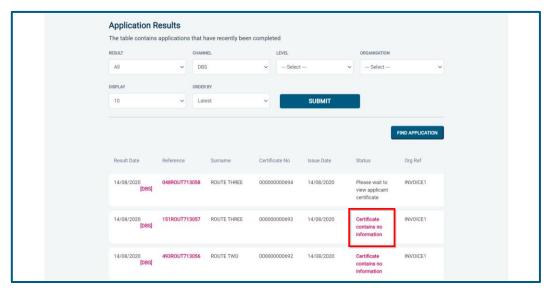
Clear DBS results

Step 1 - Notification – refer back to screen shot 35 above.

• The DBS will send notification online once an application has been completed. To view a result please return to the Dashboard and click on '**Completed**' in the Submitted section.

Step 2 - Viewing a clear certificate result- see screen shot 39.

- To view the information of a certificate e.g. certificate issue date, reference number and result status, click on the applicant's reference number (see screen shot 39). This information will stay in the '**Completed'** folder for 180 days from the issue date of the certificate.
- Clear certificate results will state "*Certificate contains no information*" in the status column This means the certificate contains no criminal convictions, cautions, warnings or reprimands.



Screen Shot 39

Step 3 - Viewing a Result Snapshot for clear applications – see screen shots 39 & 40.

• As an Applicant Manager you can click on the '*Certificate contains no information*' wording in the status column to view a Result Snapshot for this application (see screen shot 40 below).

Please note that the Result Snapshot is for information purposes only, it does not represent a DBS certificate or act as a DBS certificate alternative. The information contained within the snapshot is not to be viewed by or passed to any individual who does not have the appropriate authority to view it.





izinini Pita pic					
D.	ASHBOARD APPLIC	ATIONS RESUL	TS EBULK ADMIN	RB ADMIN	REPORTS
	Result Sna	pshot Re	sults >		
	DOWNLOAD RESULT SNAF	сянот			
	Result Snapshot			View Appli	cation
	Certificate Details				
	LEVEL OF CHECK	Enhanced			
	CERTIFICATE NO	00000000693			
	ISSUE DATE	14/08/2020			
	CERTIFICATE RESULT	Certificate contains no int	ormation		
	Applicant Persona	l Details			
	SURNAME	ROUTE THREE			
	FORENAME(S)	COUNTERSIGNED			
	OTHER NAMES	PREVIOUSSURNAME, Sur PREVIOUSFORENAME, Fo	name from 1985 to 2000 rename from 1985 to 2000		
	SURNAME AT BIRTH	PREVIOUSSURNAME			
	DATE OF BIRTH	02/10/1985			
	PLACE OF BIRTH	UK TOWN			
	GENDER	Male			
	CURRENT ADDRESS	FLAT 1 UK STREET UK TOWN UK COUNTY AA00 0AA GB			
	Employment Deta	ils			
	POSITION APPLIED FOR	POSITION - CHILD WORK	FORCE		
	NAME OF EMPLOYER	INVOICE CLIENT 1			
			and and First Maniana		
	Police Records none recorded	of Convictions, Cautions, Repri	mands and Final warnings		
	none recorded				
	DBS Children Ba	rred List Information			
	none recorded				
	DBS Adults Barr	ed List Information			
	not requested				
	certificate and does not act as	a DBS certificate alternative i	oses only. It does not represent a Dis n any way. The information containe any individual who does not have the	d within this result snapshot is not i	be
	BACK				

Screen Shot 40

As the Registered Body/Employer does not receive a copy of a completed DBS certificate, we advise that you have sight of the applicant's certificate regardless of the status outcome on eBulkPlus; however, this is for your organisation to decide based on your own internal policies. For completed applications with a result status of *"Please wait to view applicant's certificate"* you must view the applicant's certificate before making a recruitment decision.

Right to Work application results

Step 1 - Notification – refer back to screen shot 35 above.

• An automated email will be issued once a digital Right to Work check has been completed. To view a result for a Right to Work application, please return to the Dashboard and click on '**Completed**' in the Submitted section.

Step 2 - Viewing a Right to Work result – see screen shot 41.





- To view the result of the Right to Work check, click on the applicant's reference number (see screen shot 41). This information will stay in the '**Completed'** folder for 365 days from the issue date of the digital ID report. To download the full PDF report, click '**Download Digital ID Report**' (see screen shot 42.)
- Digital Right to Work results will state one of the following results in the 'Status' column;
 - Pass The applicant's Right to Work has been successfully established
 - Fail The applicant's Right to Work has not been successfully established, you will need to download the Digital ID Report to understand why
 - See Report The applicant's Right to Work check has been carried out and involved a share code as the applicant is of non-UK origin. You will need to download the Digital ID Report to get the full detail of their Right to Work status

witchings et of Capita pic									
	DASHBOARD	APPLICATI	IONS RES	ULTS	REPO	DRTS			
	Application R The table contains		at have recently beer	n complete	ed				
	All		ANNEL Select	~	LEVEL Select		All	~	
	DISPLAY		DER BY Latest	~		SUBMIT			
							_	FIND APPLICATION	
	Result Date	Reference	Surname	Certific	ate No	Issue Date	Status	Org Ref	
	31/01/2023 [RTW]	1208PAWA453	PAWAR			31/01/2023	Pass	VPINV	
	31/01/2023 [RTW]	1838PAWA449	PAWAR			31/01/2023	Pass	VPORG	

Screen Shot 41

DASHBOARD	APPLICATIONS	RESULTS	REPORTS	
Applications	s → I931BART2	37		
The details of this application can				
Arra Oranta da	20 (20 (2020)			
App Created:	09/02/2023			
OVERVIEW APPLICATION	DOCUMENTS			
Application Header				
APPLICANT NAME	JORDAN BARTON			
DATE OF BIRTH	01/01/1992			
ORGANISATION NAME	CHEQS ORGANISATION			
OUR REFERENCE	1931BART237			
DATE OF CONSENT	09/02/2023 15:32:57			
Right To Work Check				
STATUS	Application Complete			
APPLICATION TYPE	Digital Right To Work			
DIGITAL RTW CHECK RESULT	Pass			
ISSUE DATE	20/07/2023			
Download Digital ID Report				

Screen Shot 42





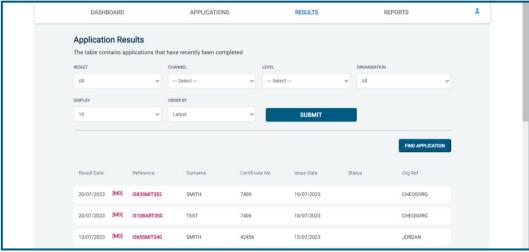
Media Check results

Step 1 - Notification – refer back to screen shot 35 above.

• To view a result for a Media Check application, please return to the Dashboard and click on '**Completed**' in the Submitted section.

Step 2 - Viewing a Media Check result- see screen shot 43.

- To view the result of the Media Check, click on the applicant's reference number (see screen shot 43). This information will stay in the '**Completed'** folder for 365 days from the issue date of the Media Check report. To download the PDF report, click '**Download Media Report**' (see screen shot 44.)
- The outcome of the Media Check will be contained within the attached PDF report.



Screen Shot 43

App Created: 18/07/2023 VERVIEW APPLICATION OCUMENTS APPLICATION OCUMENTS APPLICATION OCUMENTS <th>Applications</th> <th>s → I383SMIT352</th>	Applications	s → I383SMIT352
OVERVIEW APPLICATION DOCUMENTS APPLICATION Header	The details of this application can b	e viewed below.
APPLICATION Header APPLICATION HAMARE JOHNN SMITH DATE OF BIRTH 01/01/1972 ORGAMISATION NAMARE CHEOS ORGANISATION OUR REFERENCE 1883SMIT352 DATE OF CONSENT 18/07/2023 20:51:10	App Created:	18/07/2023
APPLICANT NAME JOHN SMITH DATE OF BIRTH 0/01/1972 ORGANISATION NAME CHEOS ORGANISATION OUR REFERENCE 3835MIT 352 DATE OF CONSENT 18/07/2023 20:51:10	OVERVIEW APPLICATION	DOCUMENTS
batte or Billeth 01/01/1972 origanisation Name CHEQS ORGANISATION our REFERENCE 1383SMIT352 batte or consistri 18/07/2023 20:51:10 Media Check stratus • Completed MEDIA APPLICATION TYPE Social Media BSKE DATE 19/07/2023	Application Header	
ORE ANRIGATION NAME CHEQS ORGANISATION OUR REFERENCE 13835MIT352 DATE OF CONSENT 18/07/2023 20:51:10 Media Check STATUS • Completed MEDIA APPLICATION TYPE Social Media ISSUE DATE 19/07/2023	APPLICANT NAME	JOHN SMITH
OUR REFERENCE I383SMIT352 DATE OF CONSENT 18/07/2023 20:51:10 Media Check STATUS • Completed MEDUA APPLICATION TYPE Social Media ISBUE DATE 19/07/2023	DATE OF BIRTH	01/01/1972
DATE OF CONSENT 18/07/2023 20:51:10 Media Check status status • Completed MEDIA APPULGATION TYPE Social Media ISSUE DATE 19/07/2023	ORGANISATION NAME	CHEQS ORGANISATION
Media Check STATUS • Completed MEDIA APPLICATION TYPE Social Media ISSUE DATE 19/07/2023	OUR REFERENCE	1383SMIT352
STATUS Completed MEDUA APPLICATION TYPPE Social Media ISSUE DATE 19/07/2023	DATE OF CONSENT	18/07/2023 20:51:10
STATUS Completed MEDIA APPLICATION TYPE Social Media ISSUE DATE 19/07/2023		
MEDIA APPLICATION TYPE Social Media ISSUE DATE 19/07/2023	Media Check	
ISSUE DATE 19/07/2023	STATUS	Completed
	MEDIA APPLICATION TYPE	Social Media
Download Media Report	ISSUE DATE	19/07/2023
	Download Media Report	







Find an Application

Step 1 - Finding an individual application – see screen shots 45 & 46.

• To find an individual application pre or post processing or that has been archived, select from the Dashboard the Applications tab and then click on 'Find Application'.

DASHBOARD		APPLICATIONS	RESULTS		REPORTS
Applications fo Click the reference nu		ation details and comp	lete the required sections.		
CHANNEL	LEVEL		IISATION	DISPLAY	
- Select	✓ — Sele	ct− ∽ All		✓ 10	~
ORDER BY					
Latest	✓ SUBM	П			
					FIND APPLICATION
Date Created	Our Ref	Surname	Date Of Birth	Org Ref	Checks Required
20/07/2023 [DB	S] 1916BART354	TEST	06/03/1983	CHEQSORG	DBS
20/07/2023 [DB:	S] 103SMIT5282	SMITH	10/10/1984	CHEQSORG	Des
20/07/2023 [RTV	V] 185BART5283	BARTON	15/02/1992	CHEQSORG	RTW RTW
19/07/2023 [D	S] 219SMIT5285	SMITH	10/05/1983	CHEQSORG	(B) DS

Screen Shot 45

• The following box will appear for you to enter as much of the applicant's details as you have available. E.g. if you only enter the surname without date of birth or DBS reference, it will bring up a list of every applicant with that surname. However, if you enter their date of birth as well, then this will define the search results accordingly. If you tick the 'Search Archived' button, this will display applications that have been archived from the system.

Find applications by any or all of the following fields	g ×
Find Application	
FORENAME	
BURNAME	
DATE OF BIRTH:	
DD ~ MM ~ YYYY ~	
APPLICATION REFERENCE:	
SEARCH ARCHIVED:	есн
	fields Find Application OWR REFERENCE: rowspace rowspace rowspace rowspace Date of Birthe: D0< MM D0 MM VYYY APPLICATION REFERENCE:





Reports

Step 1 - Running a report – see screen shot 47.

• To run a report, you need to return to the Dashboard and select the tab '**Reports**' and then select the report you wish to run. There are currently a number of standard reports that you can choose from, however it is also possible to run a customised report (please note that as you only process Standard/Enhanced DBS checks, you can ignore the right-hand section of the reports screen containing Basic Disclosure report information).

DASHBOARD	APPLICATIONS	RESULTS REPORTS	1
Reports Dashbo		e your own report	
General Reports Renewals Report Candidate Invite Report	Standard/Enhanced Certificate Results Invoice Report	Basic Reports Certificate Results Invoice Report	,
Digital ID Results	Applicant Payment Report Outstanding Applications DBS Adult First Requested	Applicant Payment Report Outstanding Applications	
Applicant Consent Form Rehabilitation of offenders Guidance		de of Practice Ite Template	

Screen Shot 47

Stage 2 – Invoice Report – see screen shot 47 above.

This report can be used to produce an electronic version of the invoice you will receive from us or for you to calculate the company budget required in relation to DBS costs. This can be filtered by a specific division or can be run on all divisions within your organisation. The report captures applicant and organisation data with the addition of;

- Basic, Standard or Enhanced Fee
- Cost Code
- Organisation Postcode
- Admin Fee (referred to as Base Fee on the system)
- VAT
- Total application price





Stage 3 - Customised Reports and selecting field headings – see screen shot 48.

• To run a customised report, you can select the field headings and date criteria that you wish the report to contain. For example, this is an ideal opportunity to run a report when carrying out re-checks on your staff or for capturing cost codes for invoicing purposes. All reports can be printed or saved into an Excel spreadsheet (.CSV file) or PDF document.

DASHBOARD	AP	PLICATIONS	RESULTS	REPOR	TS
Create Rep Define Report Parameters	oort				
DATE FROM		DATE TO		ORGANISATION	
01 V Jun	✓ 2023 ✓	30 - Jun	✓ 2023 ✓	All	~
DATE TYPE	LEVEL		STATUS	ROUTE TAKEN (DBS ONL	
Created Date	✓ - Select -	~	- Select	✓ - Select	~
CHANNEL		DISPLAY		ORDER	
All	~	10	~	Oldest	~
			SEARCH ARCHIVED	SUE	MIT
			TICK ALL	UNTIO	
Select which fields you want to disp	say in the report		HUK ALL		, ALL
Application Data					
Forename		NI Number		DBS Profile Id	
Surname DOB		Position Applicant Email		Employment Sector Type Purpose Of Check Type	
505		-pprodit Lindi		i apoco or onone rypo	U
Application Fields					
Created Date	٢	Channel		Application Ref	
	 	Channel Our Ref Application Type		Application Ref Purged Flag	
Created Date View Status		Our Ref			
Created Date View Status		Our Ref Application Type		Purged Flag	0
Created Date View Status		Our Ref			
Created Date View Status Processing Approved Date		Our Ref Application Type Sent Date		Purged Flag Withdrawn By	
Created Date View Status Processing Approved Date Approved Date		Our Ref Application Type Sent Date Query Flagged Date		Purged Flag Withdrawn By Withdrawn Date	
Created Date View Status Processing Approved Date Approved By Caig Auth Date		Our Ref Application Type Sent Date Query Flagged Date		Purged Flag Withdrawn By Withdrawn Date	
Created Date View Status Processing Approved Date Approved By Csig Auth Date Result		Our Ref Application Type Sent Date Query Flagged Date Query Resolved Date		Purged Flag Withdrawn By Withdrawn Date Reason For Withdrawal	

Screen Shot 48

ALL USERS – PLEASE LOG OFF AT THE END OF YOUR SESSION. IF A SESSION IS INACTIVE FOR MORE THAN TEN MINUTES YOU WILL BE AUTOMATICALLY LOGGED OFF FOR SECURITY REASONS.

CONTACT DETAILS

If you experience any technical issues with the online system, please contact our Client Relations Team on 01420558752. Lines open 9.00am-5.30pm Monday to Friday. Alternatively, you can contact us by e-mail at <u>dbs.enquiries@capita.co.uk</u>





DBS List of Acceptable Identification

Route 1 – For all applicants except paid non-UK nationals (3 documents to be seen

1 document from Group 1. 2 further documents from Group 1, 2a or 2b

Combination of documents must confirm name, DOB & current address.

If unable to satisfy Route 1, proceed to Route 2/Fingerprints.

Fingerprints

Paper application form required (unable to process online).

Attendance at a local Police Station for fingerprints to be taken.

Route 2 – UK applicants only (3 documents to be seen plus an External ID Check)

1 document from Group 2a. 2 further documents from Group 2a or 2b.

Combination of documents must confirm name, DOB & current address.

If unable to satisfy Route 2, proceed to Route 3/Fingerprints.

Route 3 – For UK applicants only (5 documents to be seen)

A UK Birth Certificate issued after birth. 4 further documents, 1 from Group 2a, 3 from 2a or 2b.

At least one of the documents must show the applicant's current address.

If unable to satisfy Route 3, proceed to Fingerprints.

For paid non-UK nationals only

(3 documents to be seen)

1 Primary Document 2 Supporting Documents from Group 1, 2a or 2b.

Combination of documents must confirm name, DOB & current address.

If unable to satisfy this route, DBS check cannot be submitted.

Group 1 Primary Identity Documents

- Current valid Passport
- Biometric Residence Permit (UK)
- Current Driving Licence photo card (UK / Isle of Man / Channel Islands) (Full or Provisional)
- Birth Certificate (UK / Isle of Man / Channel Islands) (Issued within 12 months of birth)
 Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions & HM Forces. (Photocopies are not acceptable)
- Adoption Certificate (UK / Channel Islands)

Paid Non-UK Nationals

Primary Documents

- A current passport or passport card showing that the holder is a national of the Republic of Ireland.
- A current document issued by the Home Office to a family member of an EEA or Swiss citizen, and which indicates that the holder is permitted to stay in the United Kingdom indefinitely.
- A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK.
- Online evidence of immigration status. Either via the View and Prove service or using the BRP or BRC online service. Issued by the Home Office to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question. Must be valid. Note: this includes the EUSS digital status confirmation.
- A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.





- A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
- A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.
- A current document issued by the Home Office to a family member of an EEA or Swiss citizen, and which indicates that the holder is permitted to stay in the United Kingdom for a time limited period and to do the type of work in question.
- A frontier worker permit issued under regulation 8 of the Citizens' Rights (Frontier Workers) (EU Exit) Regulations 2020.
- A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement
 indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official
 document giving the person's permanent National Insurance number and their name issued by a government agency or a previous
 employer.
- A document issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules on or before 30 June 2021 together with a Positive Verification Notice from the Home Office Employer Checking Service.
- An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service.
- A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.