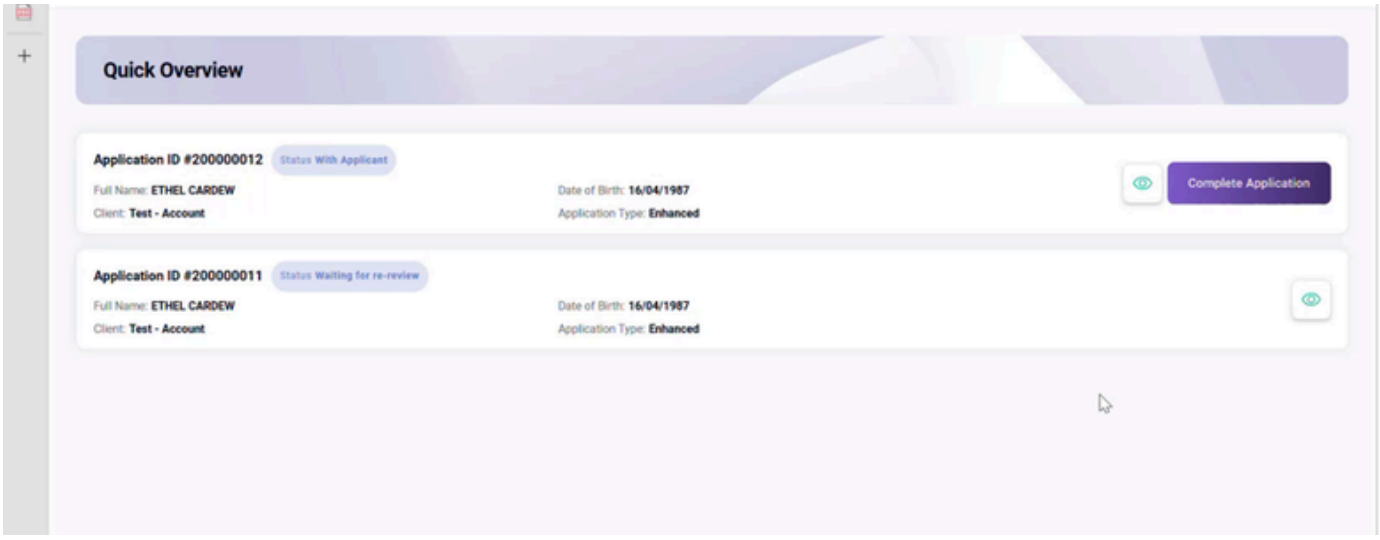


eSafeguarding
Compliance
Partner

How to Complete Your Online DBS Application

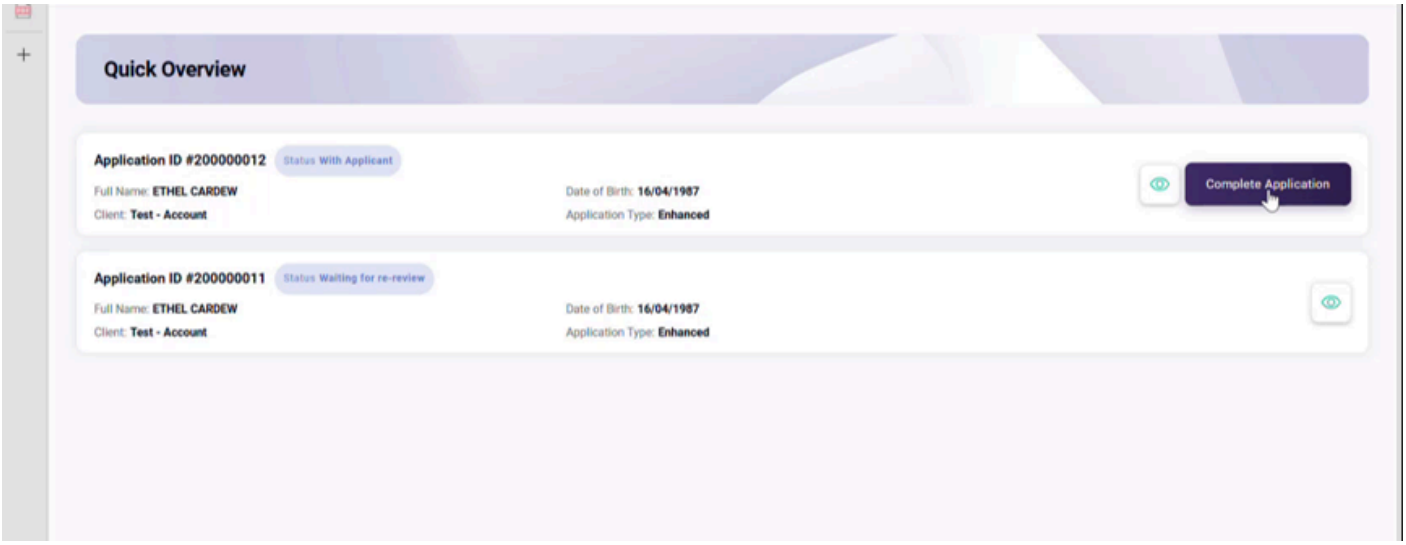
1. Open your application

When your employer has added your application, you will receive an email containing a link. Open the link and select the purple Complete application button. A test account may show more than one application, but you should normally see only the application submitted for you.



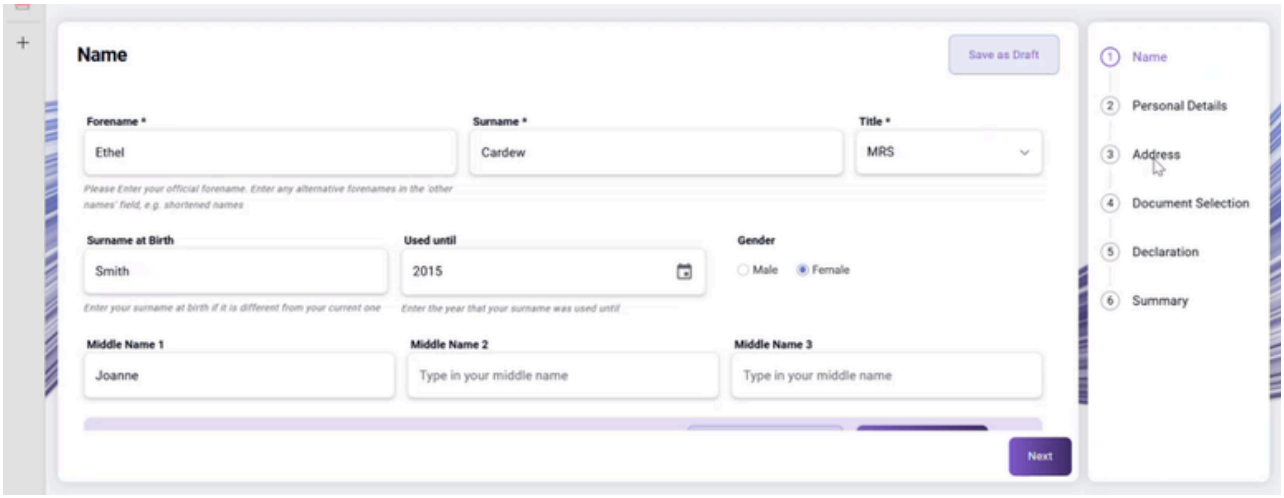
2. Read the legal information and provide consent

Read each legal statement and consent item. Select each confirmation only when you are satisfied and ready to proceed, then select Continue to application.



3. Understand the application sections

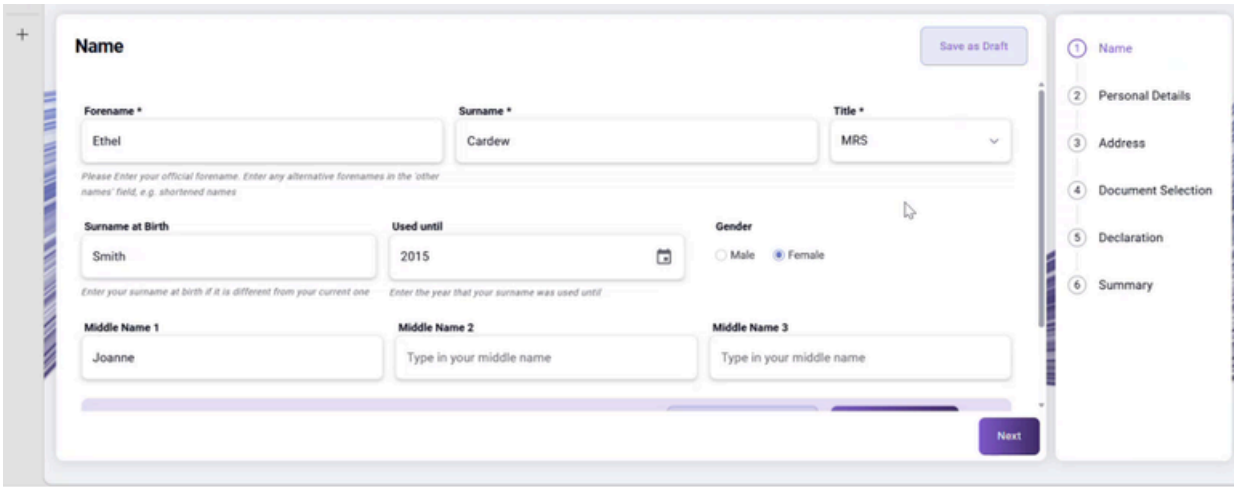
The application is divided into six sections: Name, Personal Details, Address, Document Selection, Declaration and Summary. Mandatory fields are marked with an asterisk. Use Save as draft if you need to leave and return later.



Save your progress: Select Save as draft before leaving the application so the information you have entered remains available.

4. Check and complete your name details

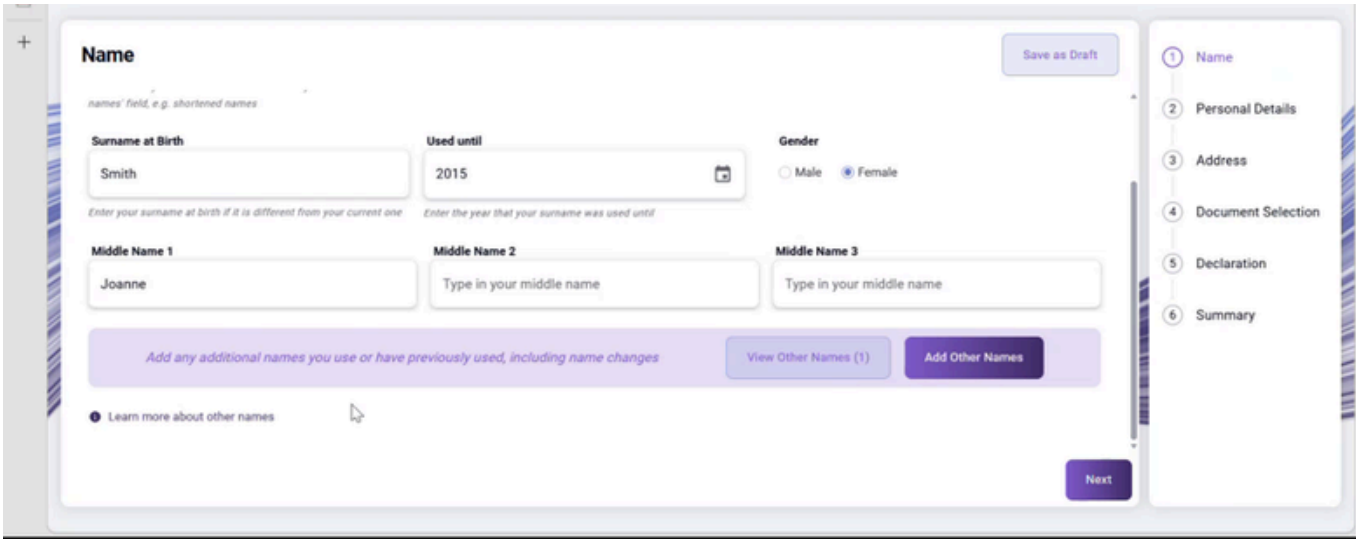
Check any pre-populated information for accuracy. Enter your official forename, title and surname. Add your surname at birth and the dates it was used where required. Include shortened or alternative forenames in Other names and add any previous names or name changes, including when each name was used.



Accuracy check: Check all information already completed by your employer and correct any errors before continuing.

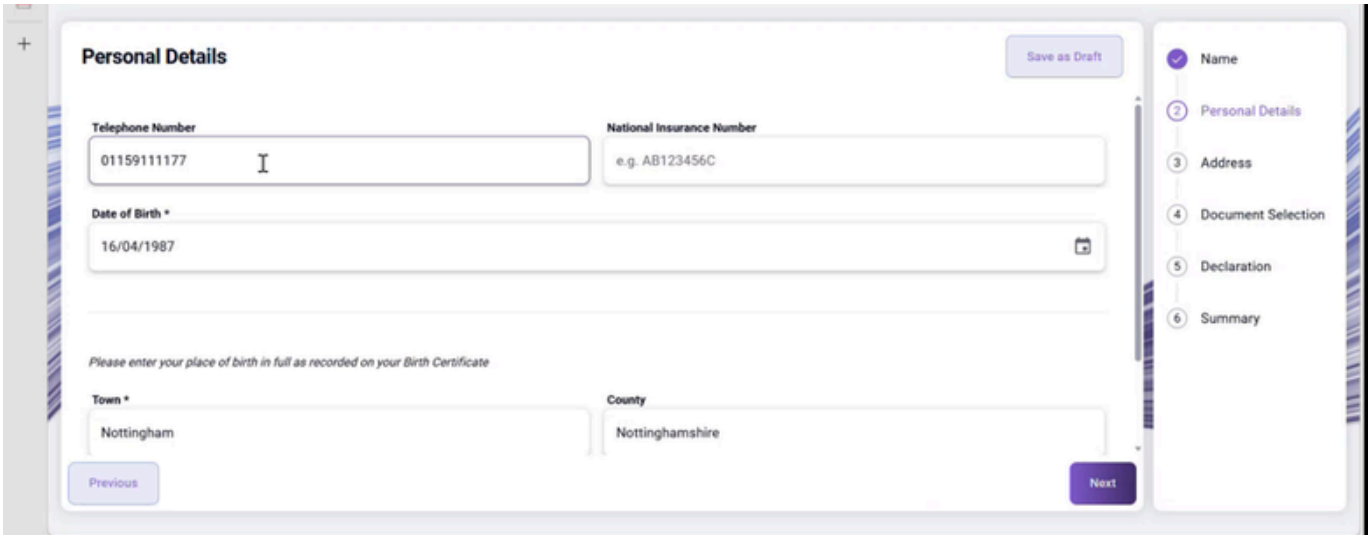
5. Complete your personal details

Enter your personal details. A telephone number and National Insurance number may be optional, but a contact number is useful if the team needs to discuss the application. Your date of birth is mandatory. Enter your place of birth as shown on your birth certificate, together with the required country and nationality information.



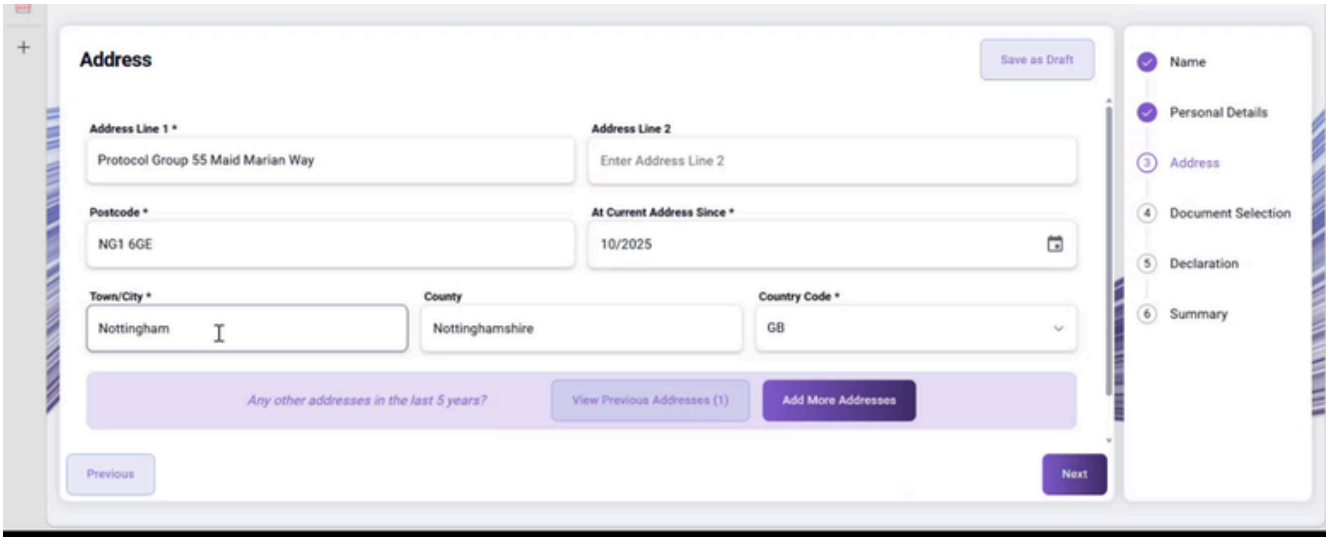
6. Enter your current address

Enter Address line 1, postcode, the date you have lived there since, town or city and country. Use Address line 2 if you need extra space. Complete other location fields where applicable.



7. Add your five-year address history

Add every other address where you have lived during the last five years. Select Add more addresses for each additional address and enter the relevant dates. Use the address list to check that there are no gaps in the history supplied.



Address history: Include all addresses from the last five years and check the dates carefully.

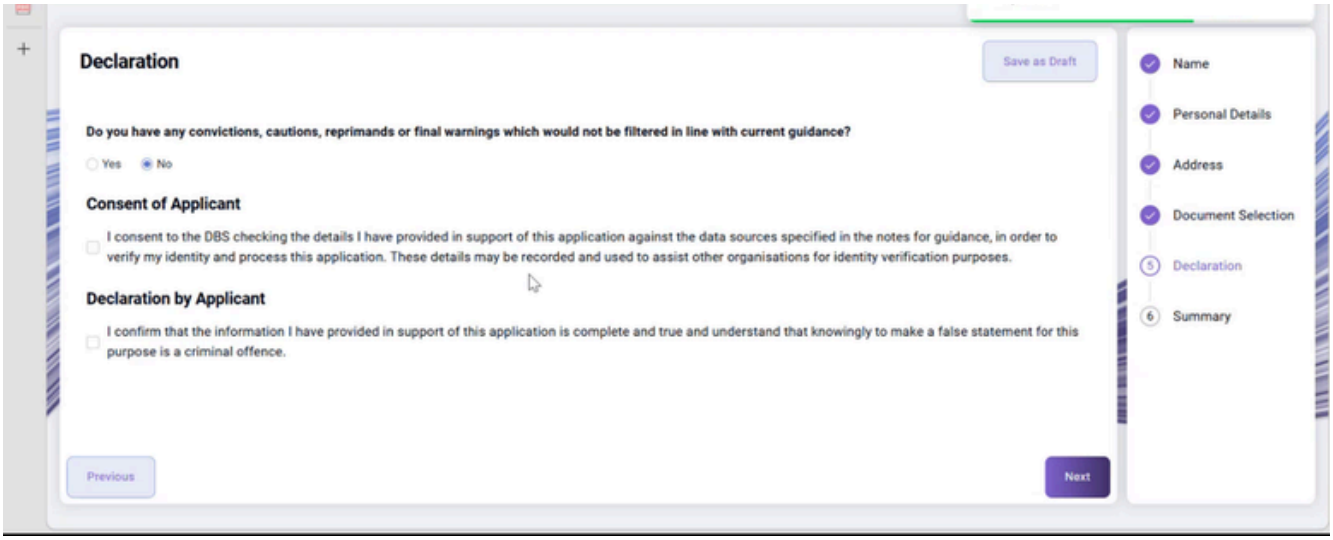
8. Select and enter your identity documents

Refer to the document guidance sent with your application email. Select the documents you will provide, such as a driving licence, passport, birth certificate, biometric residence permit or proof of a name change. Selecting a document opens the fields needed for details such as the document number and type.



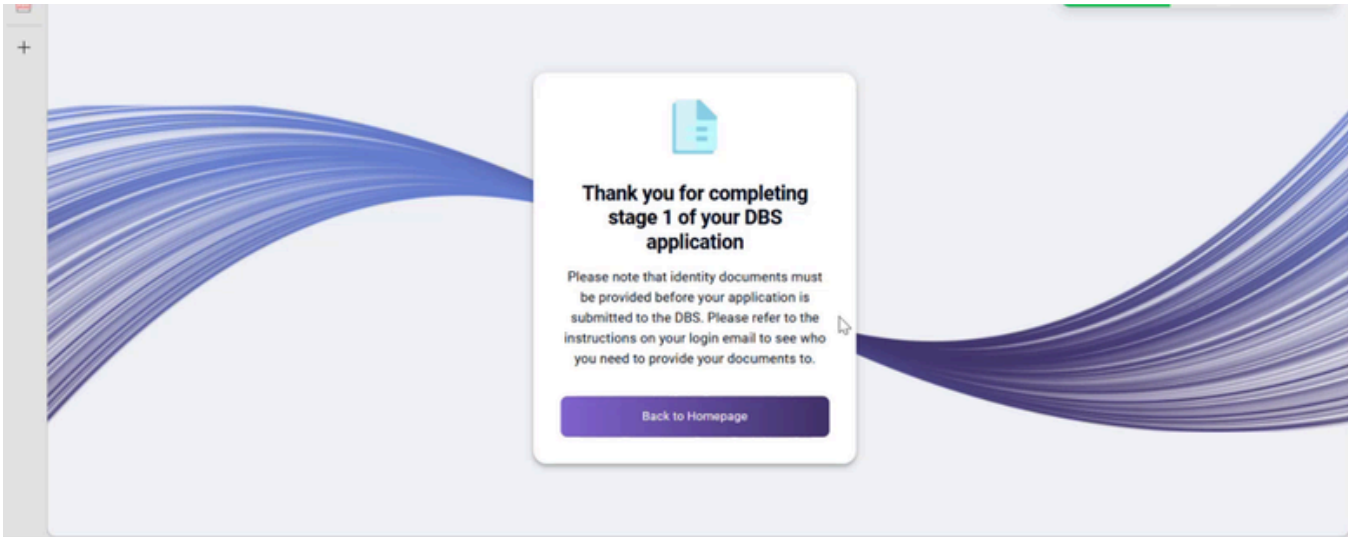
9. Complete the declaration

Answer the declaration question about convictions, cautions, reprimands or final warnings that would not be filtered under current guidance. Select Yes or No as appropriate, review the consent statements and continue.



10. Review the summary and submit Stage 1

Review the summary carefully and check every section for typing errors or incorrect information. If anything needs changing, use Previous to return to the relevant section and amend it. When all details are correct, continue to the final confirmation. Your completed Stage 1 application will then be sent back to your employer to complete.



Final check: Do not submit until you have reviewed every section and corrected any mistakes.