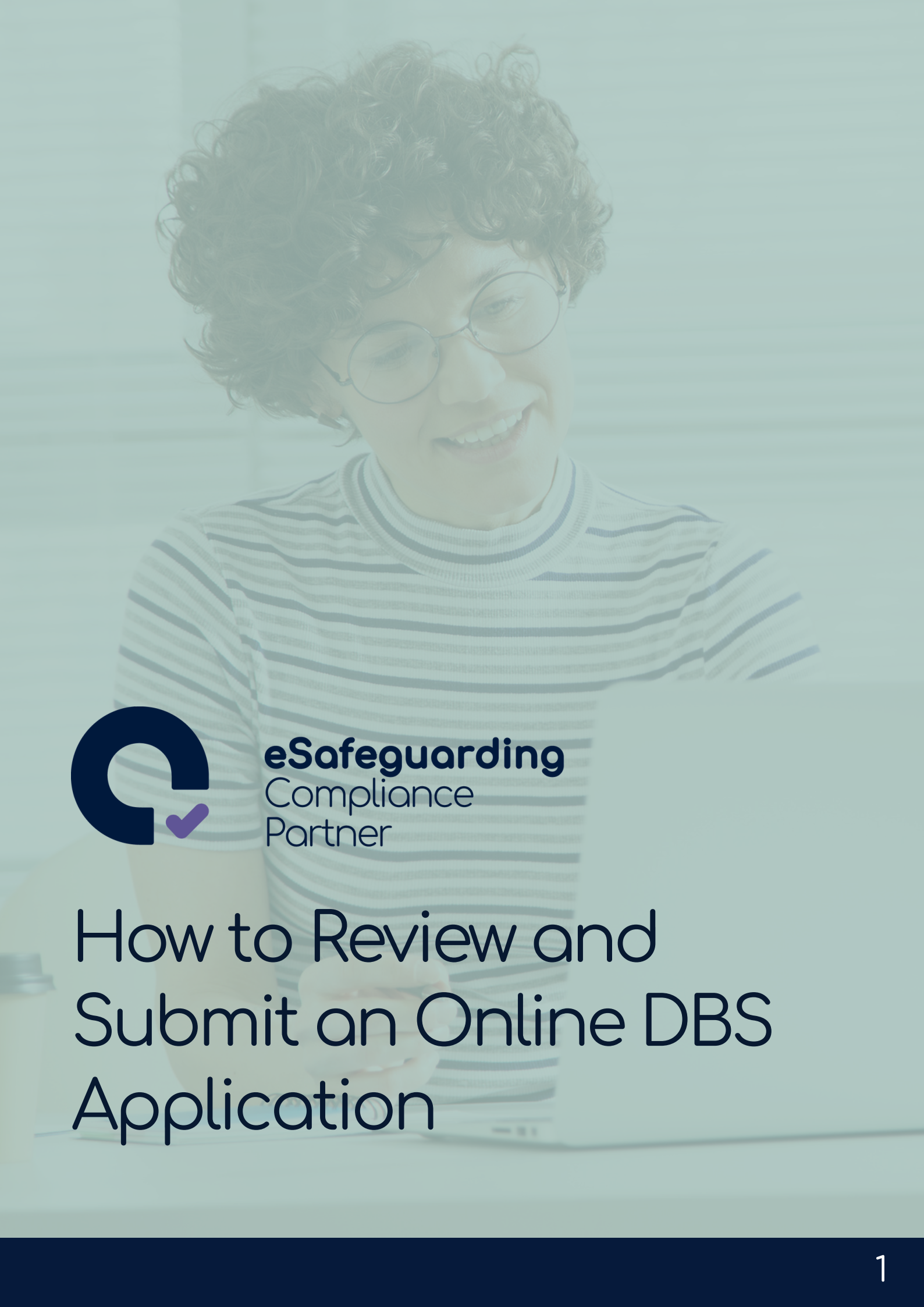
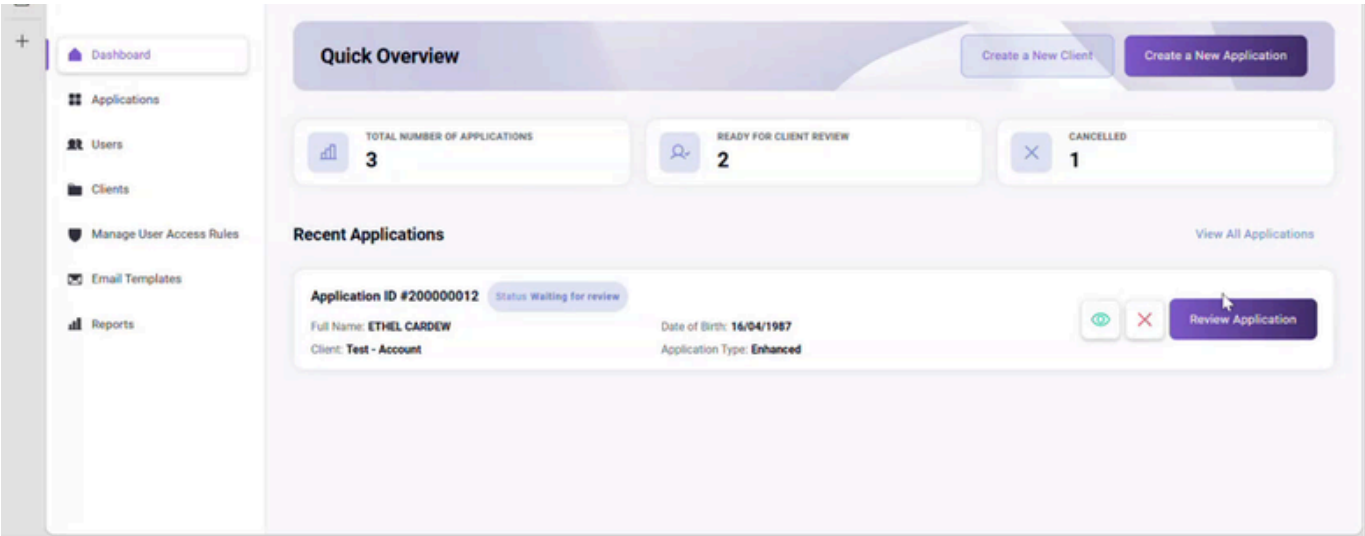


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How to Review and Submit an Online DBS Application

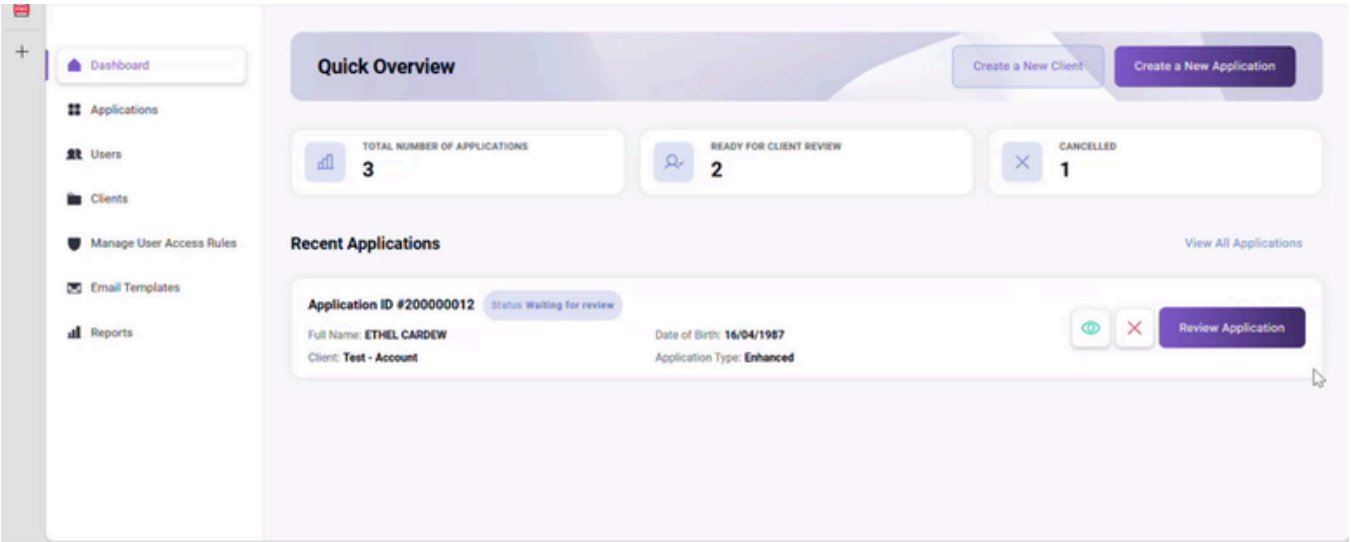
1. Open the application for review

From the dashboard, find the recent application with the status Waiting for review. Select Review application to open the applicant information.



2. Use Return to applicant when changes are needed

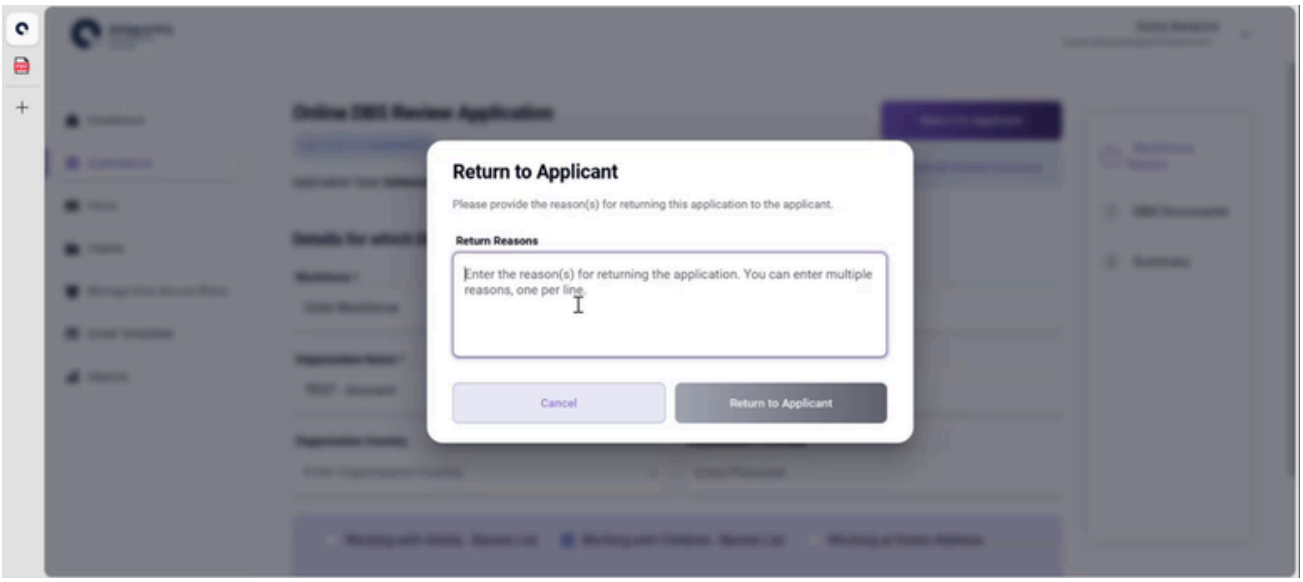
The Return to applicant option remains available during the review. If information is incorrect, select it and enter a clear reason in the free-text box explaining what the applicant needs to amend.



Clear feedback: State exactly what is incorrect and what the applicant needs to amend.

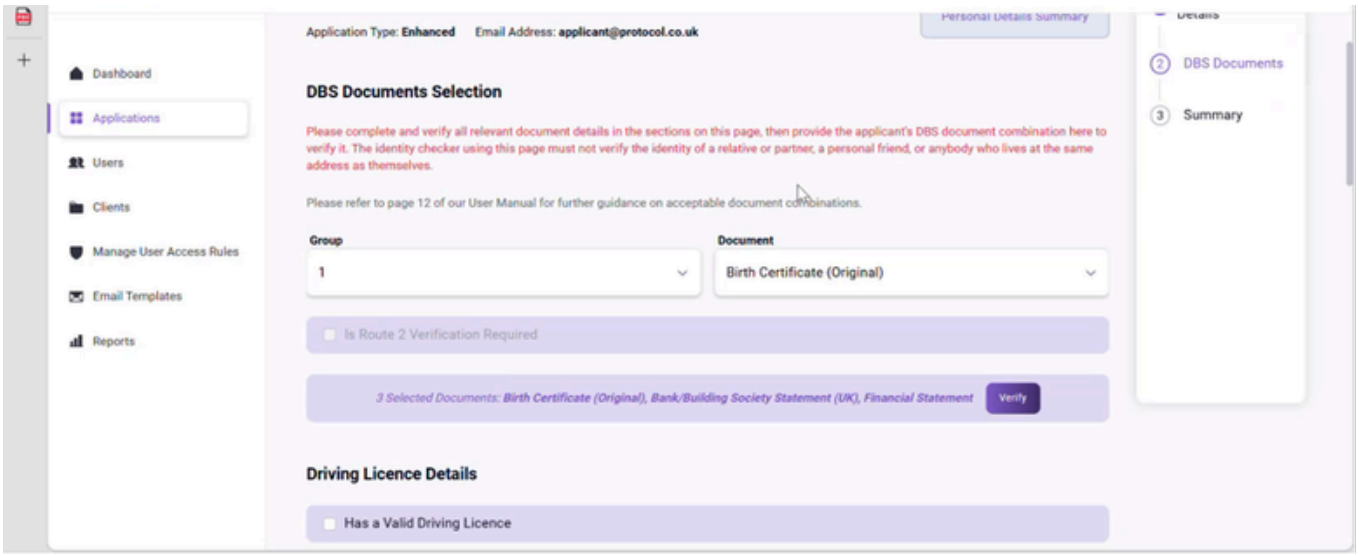
3. Review the applicant details

Work through the personal details and check that the information is correct. If everything is accurate, select Next to continue to the document review.



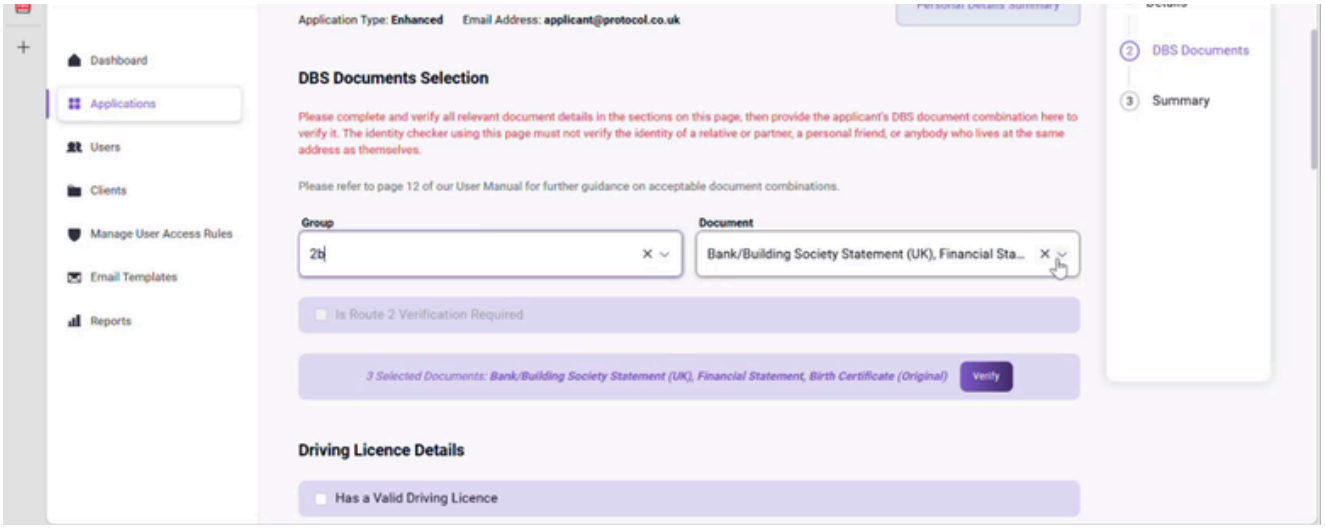
4. Select the documents provided

In the document section, select the relevant document groups and the documents supplied by the applicant. The example uses one Group 1 document and two Group 2b documents. The selected documents will appear in the review list.



5. Verify the document combination

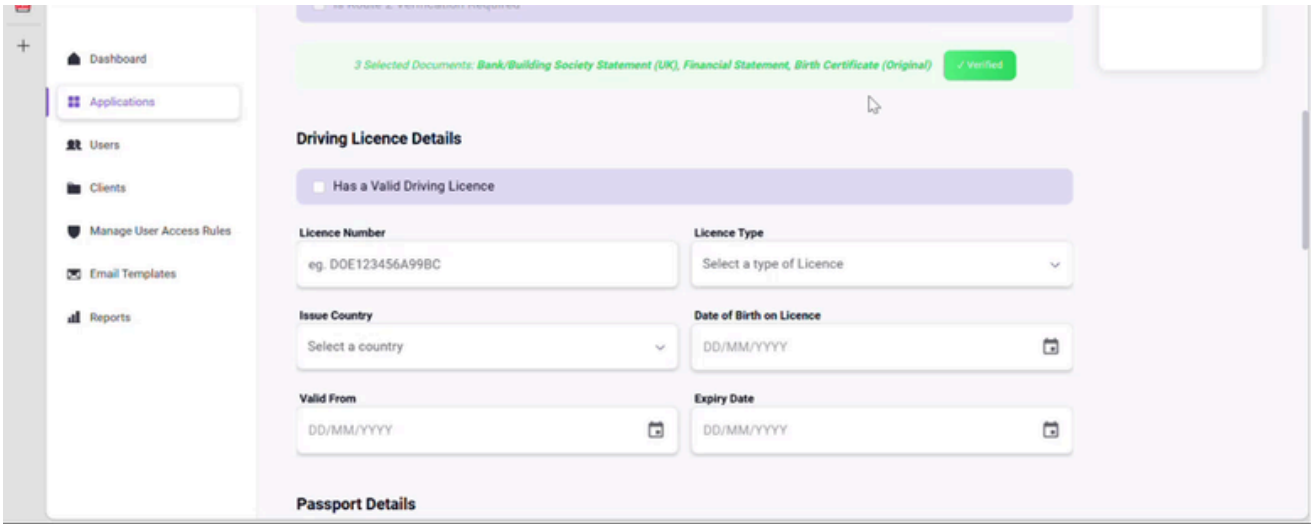
Select Verify after choosing the documents. A valid combination will display in green. If the evidence does not meet the required combination, the result will display in red and must be resolved before continuing.



Verification result: Do not continue if the selected document combination is shown in red.

6. Check each document against the original

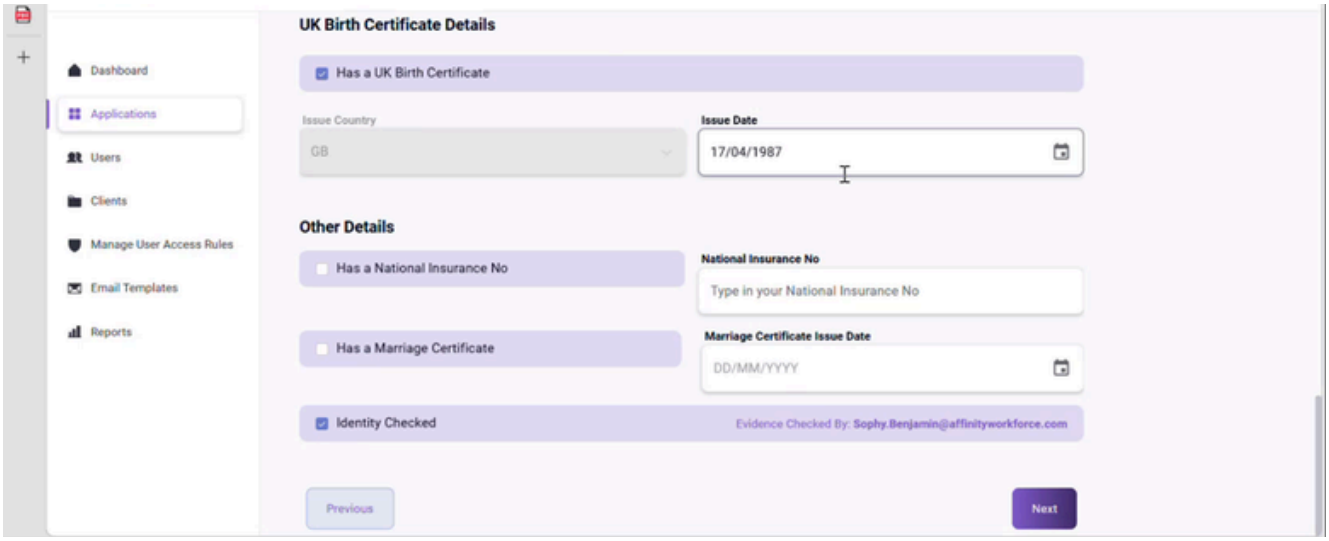
Inspect the original documents and compare every recorded detail with the evidence in front of you. Depending on the document, this may include the document or licence number, date of birth, issue date and expiry date.



Original evidence: Verify the details against the original documents provided, not only the information entered online.

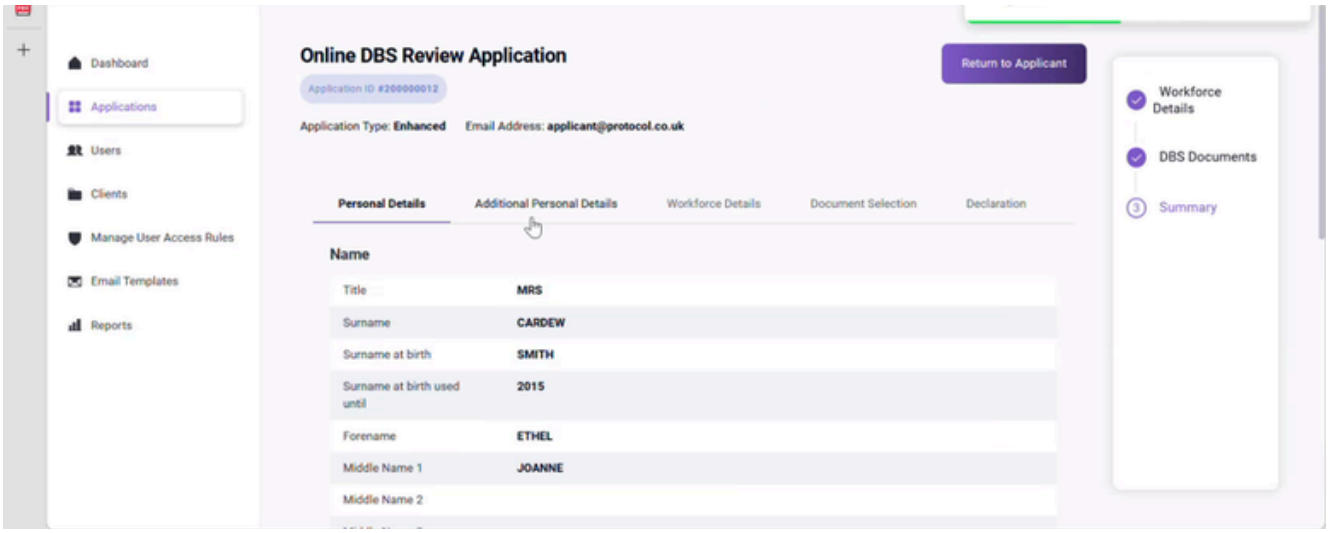
7. Confirm the identity and evidence checks

After verifying the originals and confirming the details are correct, select Identity checked and evidence checked by myself. Your account details or email address will identify who completed the check. Then select Next.



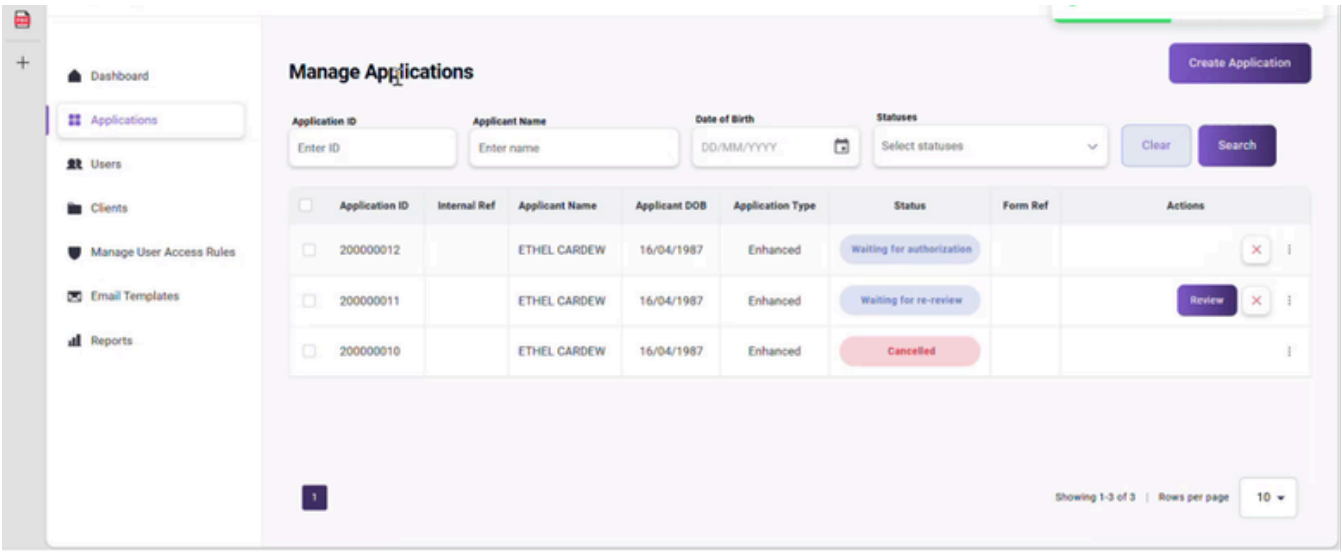
8. Review the final summary

Review the full application summary and check names, surnames, personal information and document details again. Return the application if you find an issue at this stage.



9. Submit the application

When all details and evidence checks are correct, select Submit. The application will move into Manage applications.



Final check: Submitting moves the application to the next stage, so confirm all details first.

10. Check the application status

Use Manage applications to monitor progress. A submitted application may show Waiting for authorisation. Applications returned to the applicant may show Waiting for re-review, while cancelled applications will show as cancelled.

