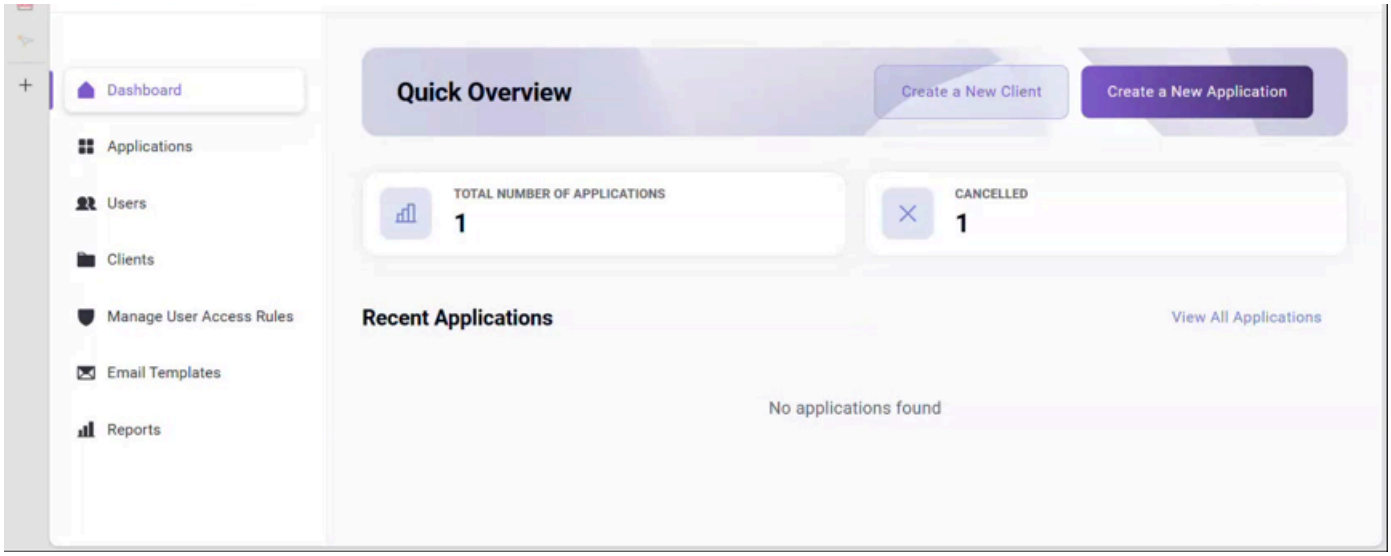


eSafeguarding
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How to Create a New Online DBS Application

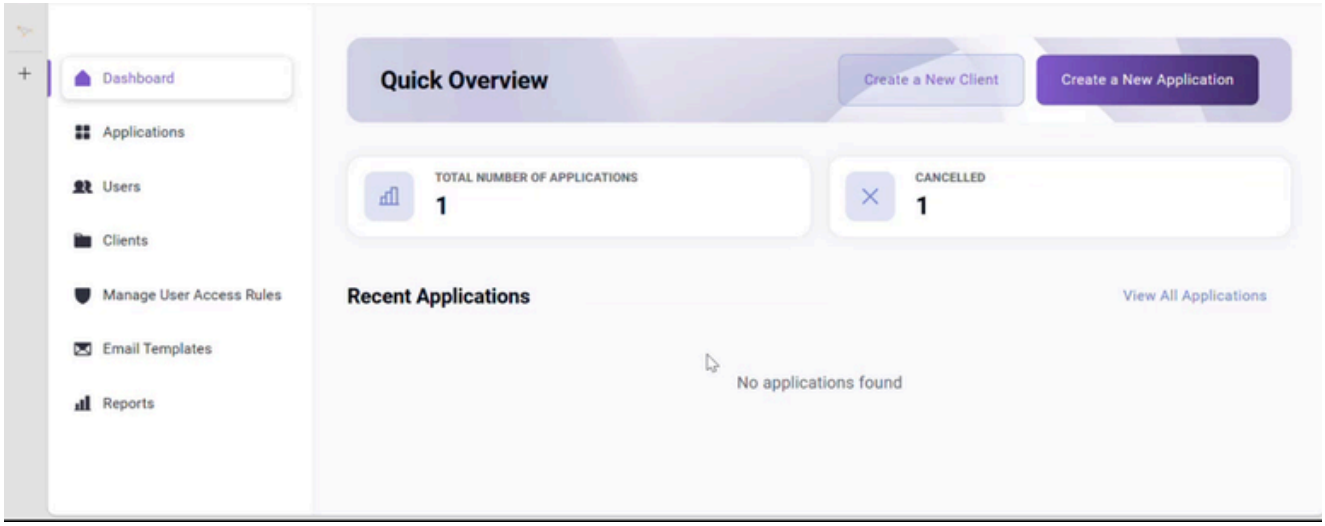
1. Open the application dashboard

After signing in, review the dashboard. The menu on the left provides the available options. For this task, locate the option to create a new application.



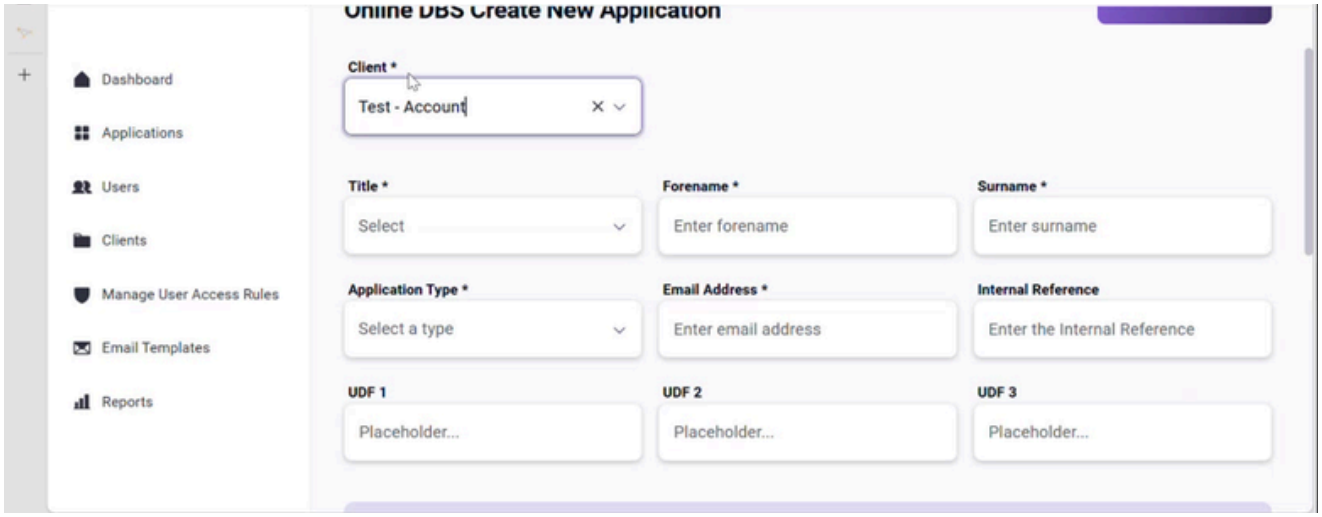
2. Start a new application

Select Create a new application on the right-hand side. This opens the Online DBS - Create new application page.



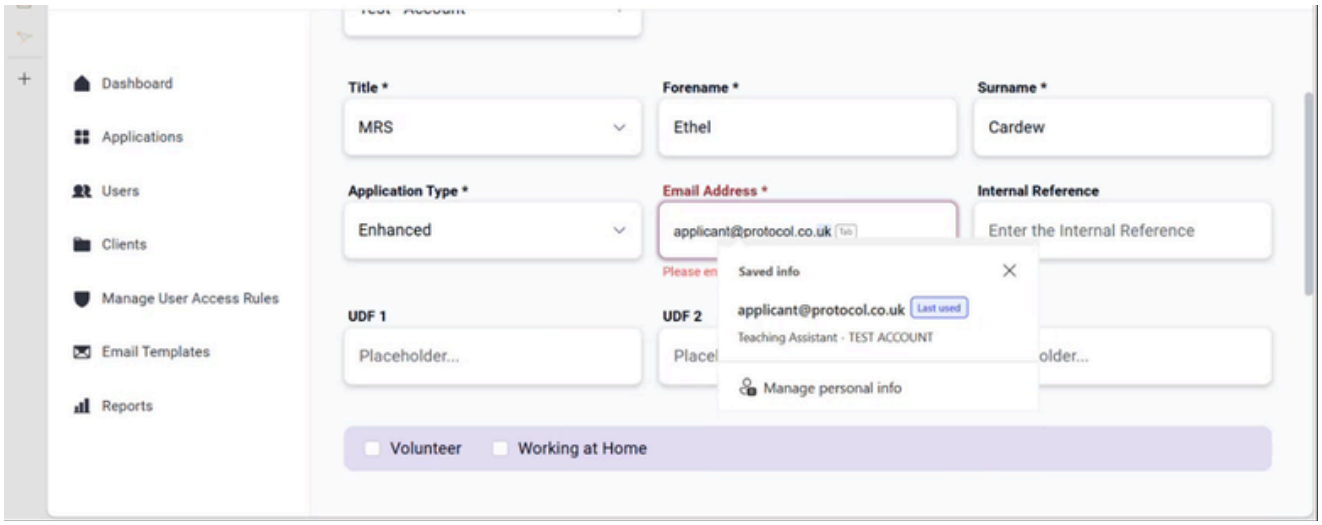
3. Enter the client and applicant details

Enter the client name, then complete the applicant's title and full name. Any field marked with an asterisk is mandatory and must be completed before the application can be created.



4. Choose the application type and add the email address

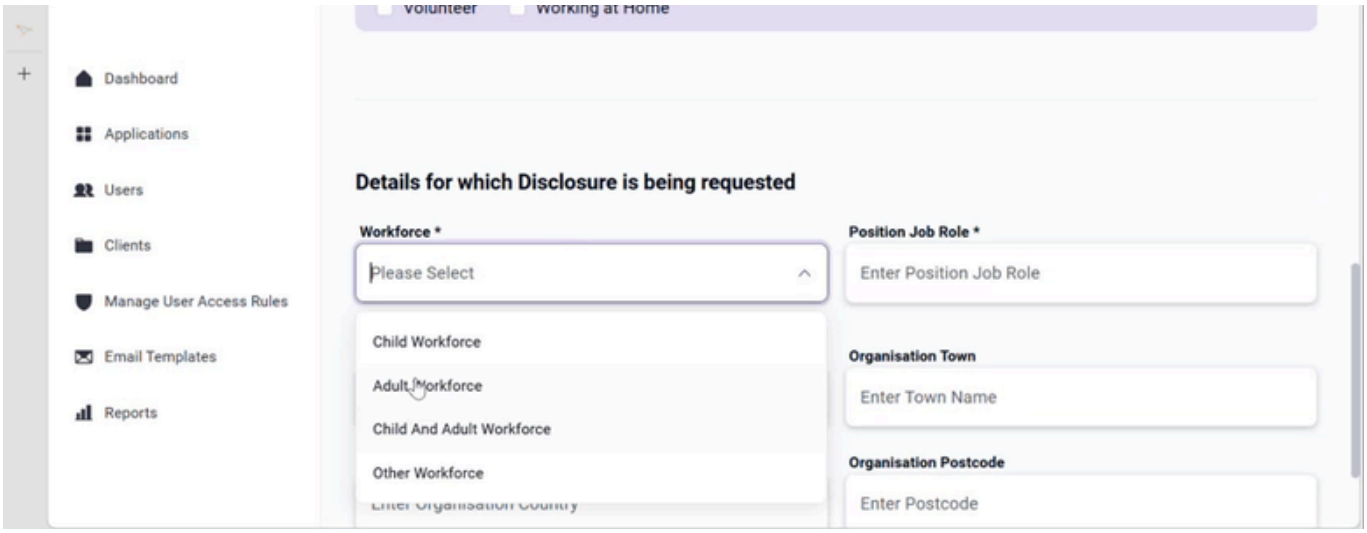
Select the correct application type, such as Standard or Enhanced, based on the check required. Enter the applicant's email address carefully because the application link will be sent there.



Accuracy check: Confirm the email address before continuing so the applicant receives the link.

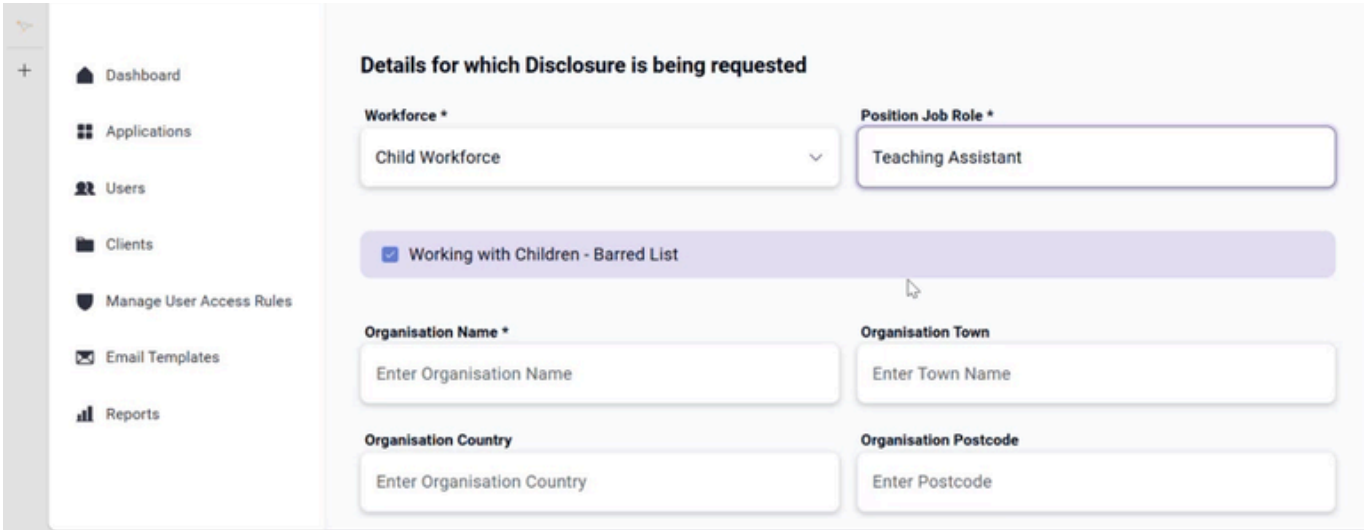
5. Complete optional reference and status fields

Add an internal reference if useful, for example an identification or payroll number. Select Volunteer or Working from home only when applicable. These fields are optional.



6. Select disclosure and barred list options

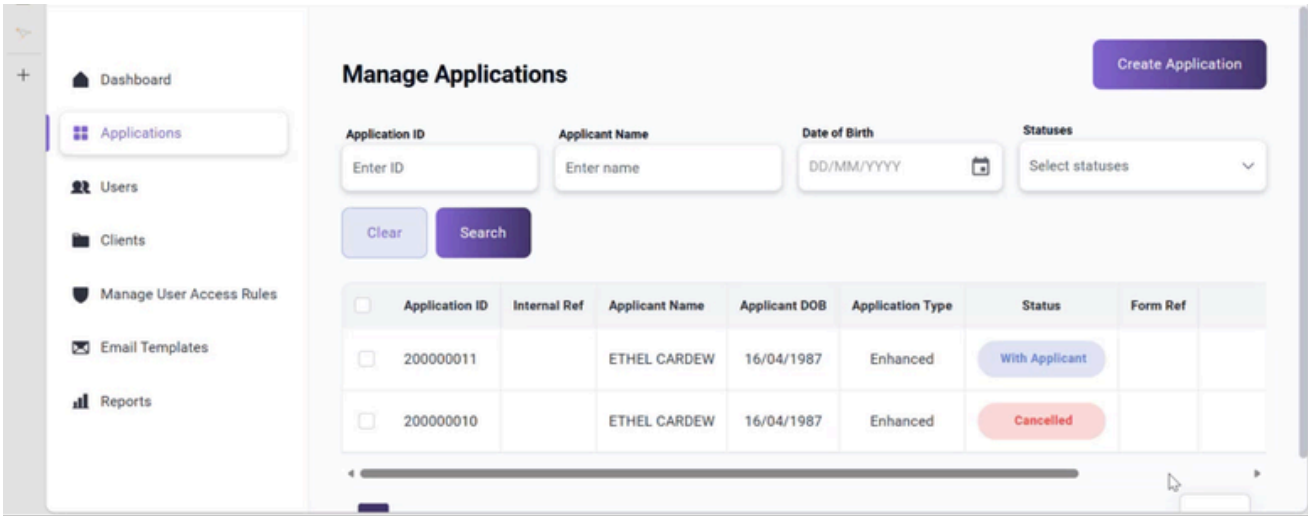
Choose the required disclosure type. Where appropriate, select the relevant barred list option, such as the children's barred list. Use the onscreen definition to check who requires that level of check before selecting it.



Important: Only select a barred list check where it is relevant to the role and the required level of DBS check.

7. Enter the position and organisation name

Enter the applicant's position or job role and the organisation name. Both are mandatory and will appear on the DBS document. Town, country and postcode are not required.



Document check: The position and organisation name will be shown on the DBS document.

8. Create and manage the application

Select Create application. If required information is missing, the system will identify the relevant field. Once created, the application appears on the application management page. From here you can review its status, cancel an application or resend the initial email if the applicant cannot access it. A status of With applicant means the link has been sent and the applicant can continue their part of the application.

