

## Notes of Guidance for the DBS Application Process

If you are required to do a DBS check, you will initially be directed to Cardiff Met's [Self Declaration Form](#), which needs to be completed and returned to Admissions. You then need to complete an online DBS application through GBG Online.

### **Starting your application:**

Look out for an email from GBG Online which will include your activation link to start your application. The activation link within the Registration email is only valid for 48 hours. You do not need to complete the whole process within this time period but you need to activate the link and start the process. If you do not activate the link within 48 hours, you will be prompted for a Secret Word when starting your application. Please contact Admissions should this happen to you, and we will reset your application.

Before you begin this process which should only take around 5 minutes, it is recommended that you have the following information and documents at hand, in order to make the process as quick as possible:

- National Insurance Number
- Valid Driving Licence
- Valid Passport
- Valid National ID Card
- Full 5 year address history including dates
- Marriage Certificate if applicable

If you are unable to complete the process in one go, you can log out and return to your application. You will need Cardiff Met's PIN when logging back into your account, which is provided in your activation email.

You are required by the Disclosure and Barring Service to provide a minimum of 3 identity documents. To see a full list, visit the Disclosure and Barring Service Check page.

### **Verifying your Documents:**

Cardiff Met provide two options within the GBG Online application for verifying your documents as part of the DBS application process. The option shown will be **Post Office**, however you can amend this to **Organisation** if you prefer to come to Cardiff Met to verify your documents.

#### **Option 1 - Post Office**

To take your original identity documents to an approved Post Office. A list of Post Office locations can be found on the [Sign In](#) page. Please note the Post Office currently charge a £7.80 fee for this verification service.

If you choose to verify your documents through the Post Office, as part of the process you will be required to choose the position for which your DBS check needs to be undertaken (e.g. Podiatry Student, PGCE Secondary Student), and your document verification option as explained above. You will also need to print off the ID Verification Form to take with you, which you will find on a link within the GBG online system.

#### **Option 2 - Organisation**

To bring your original identity documents to Cardiff Met's [i-zone](#) (open between 10-4 Monday to Friday) for verification at either the Llandaff or Cyncoed campus. At the end of your online application process, you will be prompted to pick a verifier from a list of Cardiff Met members of staff, you will not need to do this, just bring your documents along to Cardiff Met.

For local or late applicants, we recommend you choose Organisation as the method of verifying your documents for convenience and due to the service being free of charge.

## **Submitting your application and payment:**

The current cost for processing a DBS is £50.50 (subject to change). If you choose to verify your documents via an approved Post Office, there will be an additional charge of £7.80.

### **Top Tips:**

When completing your application make sure you:

**DO** read the Applicant User Guide at the following page [Sign In](#)

**DO** ensure that you have a minimum of 3 identity documents. To see a full list, visit the [Disclosure and Barring Service Check](#) page

**DO** have a full address history for the last five years

**DO** have dates of any names changes

**DO** make a note of your mothers maiden name

**DO** take as much time as needed. The system allows users to undertake the process in their own time and return to the form as often as needed to complete the process

**DO** have a method of payment available (PayPal/Credit or Debit card)

**DO** make sure you keep your DBS certificate in a safe place as DBS do not issue replacements.

**DON'T** use documents to prove your identity that you do not have as originals, only original documents can be used to prove your identity at either the Post Office or Cardiff Met.

**DON'T** leave the process too late so that it delays your enrolment at Cardiff Met.

**DON'T** choose to contact a verifier from the list you will be provided with at the end of your GB online application process.

**DON'T** provide Cardiff Met with your Update Service ID Number as this is for your use only to access your account.

Don't forget to complete and sent back the [Self Declaration Form](#) to the Admissions Office

## **What happens once you have submitted your application:**

The DBS check itself takes around two weeks. Once the check has been completed you will receive a copy of your disclosure which you should keep safe for future reference. You will only need to provide this disclosure to Cardiff Met if a conviction is indicated.

You can track the progress of your application, free of charge, from the DBS website

at:<http://www.homeoffice.gov.uk/agencies-public-bodies/dbs/services/online-tracking1/>, you will need to enter the form reference number and your date of birth.

## **What to do when you have received your DBS Certificate:**

DBS Certificates need to be kept safe so that they can be requested to be seen when undertaking placements etc., or if a conviction is indicated.

If a conviction is indicated, local applicants are encouraged to bring in their DBS Certificate to the i-zone at Cardiff Met at either campus, Llandaff or Cyncoed ([www.cardiffmet.ac.uk/izone](http://www.cardiffmet.ac.uk/izone)) as the institution can not take responsibility for certificates lost in the post. For applicants who are unable to visit Cardiff Met we advise the use of recorded or special delivery if sending in the DBS certificate.