2- Step by Step - Verifying someone’s DBS application

**Step 1** For you to verify someone’s application you need the email below that gives you that all important APCS link to that application. Note you have the contact details of the person together with their role and the level of check required

![Image of email]

Dear Elizabeth,

Please could you contact Marjorie in order to arrange the verifying of their ID documents using the link provided below

Applicant: **Marjorie**
Role: **Lay Pastoral Assistant**
DBS Check Required: Enhanced Child & Adult  Adult Barring Child Barring
Contact Details: [email][]{email} T: [number]
APCS Link: [https://www.onlinecrbcheck.co.uk/idchecking.aspx?idchk=9030345](https://www.onlinecrbcheck.co.uk/idchecking.aspx?idchk=9030345)

On behalf of Salisbury Diocese Safeguarding
Kind regards,
Adrian Smale

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Note this email automatically generated by the microsite. ChurchSuite users may see something different

In addition the microsite sends an email to the applicant letting them know their application has been successful and to advise what documents to bring

![Image of email]

Dear Marjorie,

This is just to advise that the first stage of your application has been completed successfully and your verifier Elizabeth will be in touch to verify your documents shortly.

Please make sure that you take everything you used to complete the application to your verifier remembering if relevant your Driving License, Passport, Proof of Address and not forgetting proof of your National Insurance Number.

For further details of acceptable documents and what you need for ID verification purposes please see [https://www.gov.uk/guidance/documents-the-applicant-must-provide](https://www.gov.uk/guidance/documents-the-applicant-must-provide)

Once this is complete your Certificate should be sent to you (usually within 60 days) to the address you provided.

Many thanks

On behalf of Salisbury Diocese Safeguarding
Kind regards,
Adrian Smale

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Note there is a link to the government website to advise on appropriate
Step 2 – Click on the APCS link to bring up this screen shown below.

Step 3 – Carefully check the full name (remembering middle names), DOB, NI number and Driving licence, passport number, current address and birth certificate as provided (Ticking the boxes in the RED box) against both the documents and the left hand panel opposite (indicated by the Yellow highlighted box).
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**Step 4** – Unless this is a Basic check you will see DBS enhanced (the other option Standard checks we don’t use), so type in position applied for, and then the workforce- one of three possible Child, (2) Adult or (3) Child and Adult

For TICK or UNTICK the following four boxes as required (a), b and d are by Default ticked

- (a) Regulated Activity for Children?
- (b) Regulated Activity for Children?
- (c) at home address
- (d) Unpaid volunteer?

**Step 5** – add Your name and telephone number as the verifier, and tick the box that you have confirmed the true identity of the applicant

Is there an error on the application?
No problem just type the correct in this box

**Step 6** – If every ok?
Click Next
2- Step by Step - Verifying someone’s DBS application

**Step 7** – On the next screen you are then asked to confirm any regulated activity selected and if the person is an unpaid volunteer by clicking on Yes – see below.

**Step 8** – Finally click Submit to complete the verification process.

This is a two-screen process, ensure you have answered the questions on both pages, and should you have any queries contact APCS on their helpline number **0845 643 1145**.