APCS Screen one when verifying someone’s application

1) Click into these boxes to show what id documents you’ve seen

2) Complete this box with the role of the applicant

3) Ensure the level of check is DBS – Enhanced

4) Tick/Untick these Barring check boxes as appropriate (these are the same as they would have been on the paper forms) plus if Volunteer mark sure that is checked

5) Change this to your details

6) Click next

This is a two page process, ensure you have answered the questions on both pages and should you have any queries contact APCS on their helpline number.