

## To apply for a DBS check with Writing West Midlands

Applying for a DBS check is a two stage process.

Stage One – you fill in the information on the online form (instructions provided below).

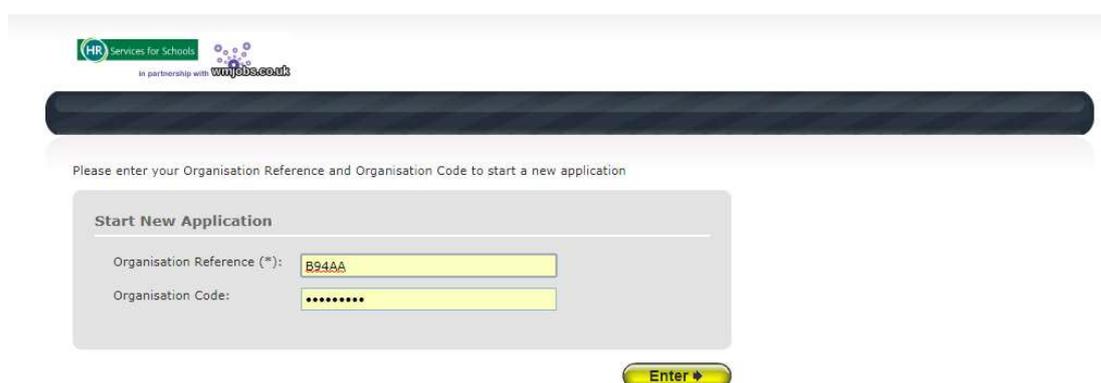
Stage Two, we verify that you are the person you claim to be on the form using the documents I have already seen.

They then issue you with a certificate. If you would like to avoid the need to apply for additional DBS checks in the future, you can sign up to the DBS Update Service for which there is a small annual charge. However, if you are going to do this, you need to sign up within a limited number of days of receiving the certificate. The instructions for signing up are provided with your new DBS certificate.

Visit <https://disclosure.capitarvs.co.uk/schoolshr/>

Click “Start Application” button (orange)

Insert organisational reference **B94AA** and the password **DBSCHECKS**. Then click **Enter** button.



The screenshot shows a web interface for starting a new DBS application. At the top left, there is a logo for 'HR Services for Schools' and a note 'In partnership with www.dbs.co.uk'. Below this is a dark blue horizontal bar. The main content area has a light grey background and contains the text 'Please enter your Organisation Reference and Organisation Code to start a new application'. Underneath, there is a section titled 'Start New Application' with two input fields: 'Organisation Reference (\*)' containing 'B94AA' and 'Organisation Code' containing '\*\*\*\*\*'. A yellow 'Enter' button with a right-pointing arrow is located at the bottom right of the form area.

Please read the Statement of Fair Processing and then tick the box to say you have read and understood the statement.

**Statement of Fair Processing**

By accessing this website and providing Schools HR DBS Service (Birmingham City Council) and Security Watchdog with your personal details, you agree to accept and be bound by the terms of the Security Watchdog statement of fair processing which is summarised below.

Security Watchdog has worked closely with the Disclosure and Barring Service (previously CRB) to produce a new online disclosure system, e-Bulk, which is an alternative to the standard paper forms, therefore allowing you to complete your application at any location with internet access.

Our online service is committed to protecting the privacy of our users. When you supply any personal information to this site we have legal obligations towards you in the way we deal with your data as follows:

1. We will hold your personal information on our systems for as long as needed to meet the service you have requested, and remove it in the event that the purpose has been met.
2. We will ensure that all personal information supplied is held securely, in accordance with the Data Protection Act 1998.
3. We will provide a safe and secure experience for users of this site.
4. We will ensure that the information you submit to us remains private, and is only used for the purposes set out below.

**Fair Processing Principles**

- Your personal information is only processed with your knowledge.
- Only information that we actually need is collected and processed.
- Your personal information is only seen by those who need it to do their jobs.
- Personal information is retained only for as long as it is required.
- Decisions affecting you are made on the basis of reliable and up to date information.
- Your information is protected from unauthorised or accidental disclosure.
- Inaccurate or misleading data will be corrected as soon as possible.
- Procedures are in place for dealing promptly with any dispute.
- All information held following a Disclosure will be securely destroyed when no longer required.
- In line with section 7 of the Data Protection Act you (the applicant) will be provided with a copy of any information we hold on you, on request.

All information requested is used solely for the purpose of producing a Disclosure and Barring Service certificate and is collected, stored and processed by Schools HR DBS Service (Birmingham City Council) and the Criminal Records Bureau in accordance with the Data Protection Act 1998. We will treat your personal information as confidential and we will not disclose it to any third party except:

- (i) with your agreement, (ii) as necessary for providing our e-Bulk online disclosure service to you, or (iii) as required by law.

Any organisation which uses the e-Bulk online disclosure service is obliged to sign a service contract requiring them to:

- Abide by the Data Protection Act 1998
- Have a policy for secure storage, handling, use, retention and disposal of Disclosures and Disclosure Information

The e-Bulk solution is hosted within an ISO27001, Capital owned data centre and all components of the service are protected by intrusion detection and intrusion prevention devices. Completed applications are fully encrypted and securely transferred to Disclosure and Barring Service using the e-Bulk interface.

The Disclosure and Barring Service will refer the details provided on this application form to government and law enforcement bodies in accordance with any relevant legislation. The details provided to these bodies will be used for identifying possible matches to records held by them. Where such a match is established, data may be released to the DBS for inclusion on any certificate issued. The details provided on this form may be used to update the records held by the bodies specified above. The details provided on the application form may be used to verify your identity for authentication purposes. The DBS may use any information provided by the DBS on a certificate or otherwise held by the DBS to inform any of its barring decisions made under its powers within the Safeguarding Vulnerable Groups Act 2006.

I have read and understand this statement (tick to confirm)

I have read and understand this statement (tick to confirm)

**Next** ▶

Then click **Next** to continue.

You will now see the application pre-entry statement; this gives concise information in regards to the requirements by the DBS regarding acceptable identification in support of your DBS application.

**A key requirement of the Certificate process through the Disclosure and Barring Service (DBS) is for your identification to be verified by the organisation requesting this Certificate on you.**

**If you do not hold at least one of the identification documents listed below you should seek clarification from the organisation requesting this Certificate on you prior to starting your application as you may not be able to submit your application online.**

- Current valid Passport
- Biometric Residence Permit (UK)
- Current Driving Licence (UK, Isle of Man/Channel Islands) (full or provisional)
- Birth Certificate (UK & Channel Islands) - issued within 12 months of your date of birth

**Sometimes, we might be required to undertake an External ID Verification Validation check. If so this is undertaken independently and may require your consent.**

**Please read the document DBS list of acceptable identification for details about the identification we require. You can get further guidance about the DBS Certificate process at [www.homeoffice.gov.uk/dbs](http://www.homeoffice.gov.uk/dbs).**

**Please note, only English language applications can be submitted online - Welsh language applications must be submitted using the paper application route. If you require your certificate to be produced in the Welsh language please do not continue with this online application and contact the organisation requesting this application on you as a Welsh language application form must be completed and submitted to the Disclosure & Barring Service.**

I have read and understand this statement (tick to confirm)

◀ **Previous**      **Next** ▶

Please read the Application Pre-entry statement then tick to say you have read and understood the statement. Then click **Next** to continue.

The application form is a simple 5 step process, please complete all fields provided.  
Mandatory fields are denoted by (\*)

**1) About You** : 2) Address History : 3) Additional Info : 4) Employment : 5) Confirm

**Information**

**Middle Names**  
Please supply all middle names, especially those that appear on your identity documents, e.g. passport, driving licence, birth certificate, etc.  
Failure to comply will result in delays.

**Language**  
Only English language applications can be submitted online. Welsh language applications must be submitted using the paper application route. If you require your certificate to be produced in the Welsh language please contact the organisation requesting this application on you as a Welsh language application form must be completed and then submitted to the Disclosure & Barring Service.

**Minimum age for DBS checks**  
Someone who is aged under 16 at the time of application is not allowed to apply for a DBS check.

Gender (\*): -- select --  
Title (\*): -- select --  
Forename (\*):  
Middle name 1:  
Middle name 2:  
Middle name 3:  
Surname (\*):  
Date of birth (\*): -DD- -MM- -YYYY-  
NI Number:

**Contact Details**

Language (\*): -- select --

To speed up the resolution of any queries with your application please provide a telephone number or email address we can use to contact you

Telephone No:  
If you have an email address please supply this to allow an automated email to be sent to you to confirm your application has been submitted  
Email Address:

Previous Next

Please enter information with care - mistakes on the application form will cause delays in processing.

Please enter your current address

**1) About You** : **2) Address History** : 3) Additional Info : 4) Employment : 5) Confirm

**Information**

**Address Dates**  
There cannot be any gaps or overlaps in your address history. Please ensure that the month and year from a previous address are repeated as the same date at the start of your next address. Students who switch between their permanent residence and educational establishment must enter each address with dates consecutively e.g. parents address Dec 09-Jan 10, University address Jan 10-March 10, parents address March 10-April 10 etc. Do not run addresses/dates simultaneously as your form will be rejected by the DBS.

**Postcode**  
Please ensure you fully enter your postcode, partial postcodes will cause your form to be rejected by the DBS. If you can't remember your postcode use the Royal Mail [UK Postcode Finder](#).

**No Fixed Abode UK**  
If you were of no fixed abode within the UK please enter the nearest hostel address to the location you were based.

**Foreign Addresses**  
If you have travelled overseas and cannot supply the address for a foreign country then please enter "no fixed abode" in address line 1 and town.

**Current Address**

Address Line 1 (\*):  
Address Line 2:  
Town (\*):  
County:  
Country (\*): -- Please select --  
Date from (\*): -MM- -YYYY-

Previous Next

HR Services for Schools  
In partnership with [www.jobs.co.uk](http://www.jobs.co.uk)

1) About You : 2) Address History : 3) **Additional Info** : 4) Employment : 5) Confirm

Please complete the following additional information

**Place of Birth**

Town (\*):

County:

Country (\*): -- Please select --

Nationality at birth (\*): -- Please select --

Have you changed your nationality since birth? (\*): -- Please select --

Please enter your surname at birth (even if it is the same as that already provided)

Surname at birth:

Used until: -YYYY-

**Other Names**

Please provide details of any other names used at any time during your lifetime and the dates during which the names were used. Please enter each forename and surname separately using the 'Add Name' button below.

Name	Type	From	To
No records have been created			

**Information**

**Change of name(s)**  
If you have changed your name at any time during your lifetime, you will need to provide evidence of this to the person who verifies your identification (e.g. by presenting a change of name deed and/or marriage certificate).

Please ensure that where names change they run in date order and with no gaps.

**Other names**  
If you have used any other names at any time during your lifetime please provide them.

**Aliases**  
Please supply details of any alias names you may have used including dates from and to, e.g. William known as Bill etc within the Other Names section. Failure to do so could cause your application to be delayed or rejected by the DBS.

Please enter the text **“Creative Writing Workshop leader”**. We think this will cover all potential bases!

HR Services for Schools  
In partnership with [www.jobs.co.uk](http://www.jobs.co.uk)

1) About You : 2) Address History : 3) Additional Info : 4) **Employment** : 5) Confirm

Please complete the fields below

**Employment Details**

Position Applied For (\*):

Employer Name (\*): WRITING WEST MIDLANDS

**Conviction History**

**Please refer to: Rehabilitation of the Offenders Act.** The DBS can no longer remove convictions, cautions and reprimands held on the Police National Computer

**\*For exceptions to this legislation or for more information please refer to Rehabilitation of Offenders Act 1974 at:**  
[www.legislation.gov.uk/ukxi/2013/1198/pdfs/ukxi\\_20131198\\_en.pdf](http://www.legislation.gov.uk/ukxi/2013/1198/pdfs/ukxi_20131198_en.pdf)

Do you have any convictions, cautions, reprimands or final warnings that are not defined as 'protected' by the Rehabilitation of Offenders Act 1974? (\*): -- select --

**Information**

**Position Applied For**  
Please insert the correct job role as supplied to you by your current/new employer.

No abbreviations or acronyms are permissible, e.g. Nursery Asst should read Nursery Assistant or SMSA should read School Meals Supervisory Assistant.

If volunteer do not enter just volunteer, please enter in which capacity your job role is e.g. Coach.

**Employer Name**  
This has been defaulted to the organisation you are applying through but can be amended if required.

**Conviction History**  
If you have ever been convicted of a criminal offence or received a caution, reprimand or final warning that is not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198 you must select Yes.

For more information see [Rehabilitation of Offenders Act](#)

Telephone No:  
Email Address:

**Address History** [Edit](#)

Address	From	To
115 ROCKINGHAM STREET SHEFFIELD S1 4EB UNITED KINGDOM	Jan 2005	Present

**Place of Birth** [Edit](#)

Town: SHEFFIELD  
Country: UNITED KINGDOM  
Nationality at birth: BRITISH  
Current nationality: BRITISH

**Employment Details** [Edit](#)

Position Applied For: TESTER  
Employer Name: CHEQS ORGANISATION

**Conviction History** [Edit](#)

Unspent convictions: No

**Applicant Consent**

By completing this form I consent to the transfer of my information to the Disclosure and Barring Service for the purpose of a Disclosure Application.

I confirm that the information that I have provided in support of this application is complete and true and understand that knowingly to make a false statement for this purpose is a criminal offence.

Please tick this box to indicate your consent:

[Previous](#) [Complete](#)

All details correct at time of upload. Version 9.0 06/01/2014.

You will then be presented with a Confirmation screen which shows you all the information you have entered and gives you the opportunity to amend any elements. You need to tick a box to consent for the application to continue.

**Application Complete**

**Your reference number is 904J0NE3**

We are still awaiting payment and will be unable to proceed until we have received payment. Please contact APPLICANT PAYMENTS ORGANISATION urgently as the application may be withdrawn within 7 days if payment is not received.

Make a note of this reference and arrange to visit your employer or registered body to have your identification verified, you will need to bring evidence of your identity from the list shown on the right.

**ID Document Rules**

You will now be required to have your identity verified by the organisation requesting this Disclosure on you in accordance with the CRB ID guidelines. In the event that your identity cannot be verified via the documents you hold (for example, valid Passport, UK Driving Licence, Birth Certificate, UK Residence permit) you will be required to complete a paper application and give your consent to have your fingerprints taken.

For a full list of acceptable forms of identification please read the document [CRB list of acceptable identification](#).

If your fingerprints are required this will require attendance at a Police Station at an appointed time and will add delay into the overall disclosure and recruitment process. The CRB will contact you directly and explain this process in more detail if required.

Further guidance about the CRB Disclosure process can be accessed at [www.homeoffice.gov.uk/crb-id](http://www.homeoffice.gov.uk/crb-id).

[Exit](#)

**Information**

**Identity Documents**  
For suitable forms of identification, please read document [CRB list of acceptable identification](#).

You will then be given a reference number, which will be emailed to you if you have provided an email address.

**Please share this reference number with Writing West Midlands and we can finish the process off when we see you with your documents.**

## List of acceptable documents (updated 2022)

The applicant must be able to show:

- one document from Group 1, below
- two further documents from either Group 1, or Group 2a, or 2b, below

At least one of the documents must show the applicant's current address.

### Group 1: Primary identity documents

Document	Notes
Passport	Any current and valid passport
Biometric residence permit	UK
Current driving licence photocard - (full or provisional)	UK, Isle of Man, and Channel Islands. From 8 June 2015, the paper counterpart to the photocard driving licence will not be valid and will no longer be issued by DVLA
Birth certificate - issued within 12 months of birth	UK, Isle of Man, and Channel Islands - including those issued by UK authorities overseas, for example embassies, High Commissions and HM Forces
Adoption certificate	UK and Channel Islands

### Group 2a: Trusted government documents

Document	Notes
Current driving licence photocard - (full or provisional)	All countries outside the UK (excluding Isle of Man and Channel Islands)
Current driving licence (full or provisional) - paper version (if issued before 1998)	UK, Isle of Man, and Channel Islands
Birth certificate - issued after time of birth	UK, Isle of Man, and Channel Islands

Marriage/civil partnership certificate	UK and Channel Islands
Immigration document, visa, or work permit	Issued by a country outside the UK. Valid only for roles whereby the applicant is living and working outside of the UK. Visa/permit must relate to the non-UK country in which the role is based
HM Forces ID card	UK
Firearms licence	UK, Isle of Man, and Channel Islands

All driving licences must be [valid](#).

## Group 2b: Financial and social history documents

Documents	Notes	Issue date and validity
Mortgage statement	UK	Issued in last 12 months
Bank or building society statement	UK and Channel Islands	Issued in last 3 months
Bank or building society statement	Countries outside the UK	Issued in last 3 months - branch must be in the country where the applicant lives and works
Bank or building society account opening confirmation letter	UK	Issued in last 3 months
Credit card statement	UK	Issued in last 3 months
Financial statement, for example pension or endowment	UK	Issued in last 12 months
P45 or P60 statement	UK and Channel Islands	Issued in last 12 months
Council Tax statement	UK and Channel Islands	Issued in last 12 months

Letter of sponsorship from future employment provider	Non-UK only - valid only for applicants residing outside of the UK at time of application	Must still be valid
Utility bill	UK - not mobile telephone bill	Issued in last 3 months
Benefit statement, for example Child Benefit, pension	UK	Issued in last 3 months
Central or local government, government agency, or local council document giving entitlement, for example from the Department for Work and Pensions, the Employment Service, HMRC	UK and Channel Islands	Issued in last 3 months
EEA National ID card		Must still be valid
Irish Passport Card	Cannot be used with an Irish passport	Must still be valid
Cards carrying the PASS accreditation logo	UK, Isle of Man, and Channel Islands	Must still be valid
Letter from head teacher or college principal	UK - for 16 to 19 year olds in full time education - only used in exceptional circumstances if other documents cannot be provided	Must still be valid