### DBS Process 2020/2021

**Applicant/student identified as requiring a DBS check.** If the level of check is known and the Student Registry (SR) already hold an eligibility form please advise the SR of the applicant’s name, course and email address.

If the applicant is not part of a regular intake where the SR already hold an eligibility form the department need to complete an eligibility form and send it to the SR to ensure the right level of check is requested. Once level is confirmed SR will require applicant’s name and email address.

The SR email the applicant to advise them about payment and how the DBS process will work. This will include information about the criteria for overseas checks. Applicant makes the payment for the check via the online store or the department advise SR that they will be paying for the check.

SR receive an automatic email from the online store to advise the applicant has paid or confirmation that the department will be paying, and then enter a request for a DBS check via the Agenda portal. The DBS process is now totally online and paper DBS application forms are no longer used.

The applicant receives an email from Agenda inviting them to complete the application online. The applicant gets reminders if they have not completed this after a week; once a week by email and twice a week by text.

Agenda deal with any queries the applicant has with the online application. ID documents are uploaded onto the Agenda portal by the applicant.

When the DBS check is complete Agenda advise SR will receive by email of the result.

If the DBS result is clear the SR will advise the relevant person in the University that the check has been completed. If there is a positive disclosure the applicant will be asked to bring their original certificate into the SSC. There is no longer a requirement for the original DBS certificate to be seen.