

## DBS Online Disclosure Guide (e-Bulk) ID Verifier Guidance Notes

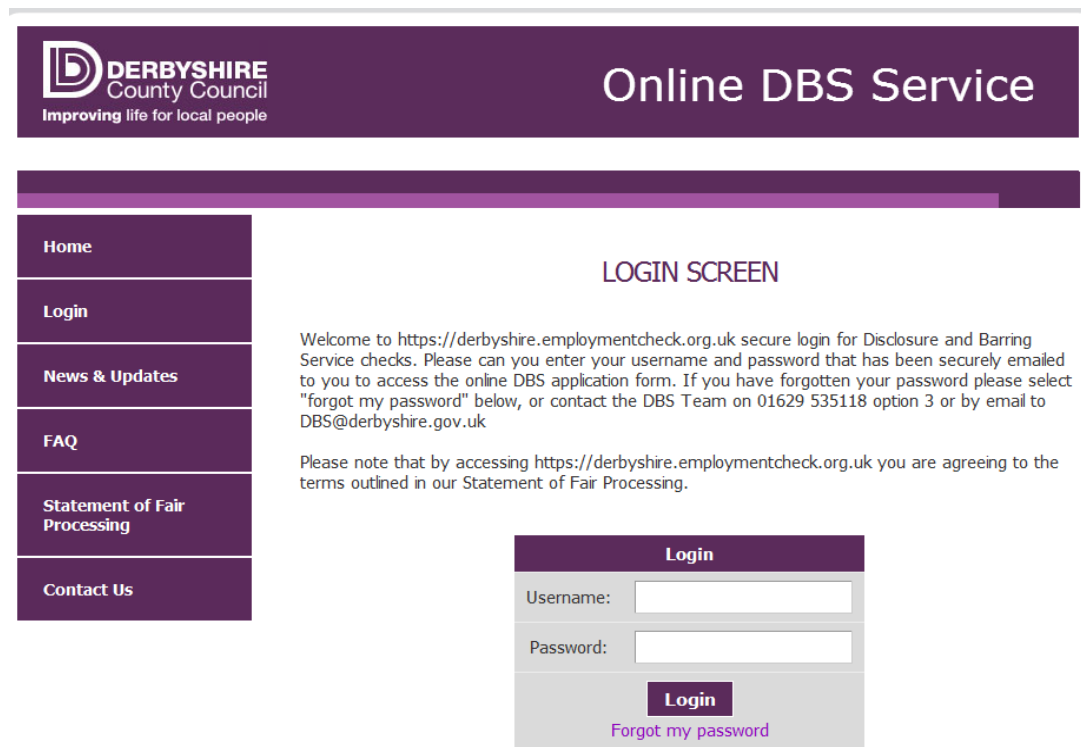
After the Applicant submits their application the ID Verifier will receive an email asking them to log on to the system and enter the ID details for the Applicant which they will either have checked and copied at interview stage or have available by completing this process with the Applicant present.

The link on the email will take the ID Verifier to the login screen where they will need to enter their username and password to access the system.

Please note at this stage of the process your login details are case sensitive. Enter the Username and Password provided in the email link.

It is recommended that you copy and paste the password in the password field.

***Please be aware that by using the keyboard's 'back' key and 'delete' key to move to previous pages of the process, you will automatically be taken back to the pending application list and data will be lost.***



The screenshot shows the 'Online DBS Service' login page. On the left is a navigation menu with links: Home, Login, News & Updates, FAQ, Statement of Fair Processing, and Contact Us. The main content area is titled 'LOGIN SCREEN' and contains a welcome message: 'Welcome to https://derbyshire.employmentcheck.org.uk secure login for Disclosure and Barring Service checks. Please can you enter your username and password that has been securely emailed to you to access the online DBS application form. If you have forgotten your password please select "forgot my password" below, or contact the DBS Team on 01629 535118 option 3 or by email to DBS@derbyshire.gov.uk'. Below this is a note: 'Please note that by accessing https://derbyshire.employmentcheck.org.uk you are agreeing to the terms outlined in our Statement of Fair Processing.' At the bottom is a login form with fields for 'Username:' and 'Password:', a 'Login' button, and a 'Forgot my password' link.

Once this has been completed click 'Login'

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The Employment Check service is hosted within an ISO27001 data centre and all components of the service are protected using detection and intrusion prevention devices. Completed applications are fully encrypted and securely transferred to the DBS using the Employment Check service interface.

Tick the box to confirm that you have read and understood the Statement of Fair Processing.

**Terms & Conditions**

Please ensure that you have completed the online training made available to you via the link in your Manager/ID Verifier 'Log in' email.

By accessing employmentcheck.org.uk you are agreeing to the terms outlined in our [Statement of Fair Processing](#).

By accessing the employmentcheck.org.uk as a Manager/ID Verifier and by selecting 'Yes', you are agreeing to adhere to the Disclosure and Barring Service Identity Checking Guidelines <https://www.gov.uk/government/publications/dbs-identity-checking-guidelines>  
This includes checking original documents provided by the applicant.

**Yes** **No**

A key requirement of the disclosure process through the Disclosure and Barring Service is for the applicant's identification documents to be verified. If they do not hold at least one of the identification documents listed below, the ID verifier should seek clarification from the Council's DBS Team at the Shared Services Centre on 01629 535118 (Option 3)

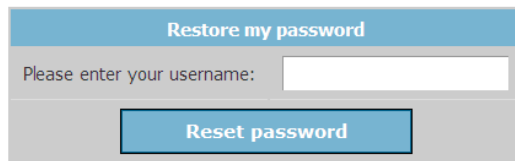
- Current valid Passport
- Biometric Residences Permit (UK)
- Current Driving Licence Photo Card (UK) (EU) (Full or provisional) Isle of Man /Channel Islands
- Birth Certificate (UK and Channel Islands) issued within 90 days of applicants date of birth
- Adoption Certificate

## DBS Online Disclosure Guide (e-Bulk) ID Verifier Guidance Notes

### **FORGOTTEN/CHANGE PASSWORDS**

If you have forgotten your password or would like to change your password, you should click on the “Forgot my password” link on the Login screen. You will then be prompted to enter your username, and click on “Reset password”. You will then receive an email with a secure link enabling you to access the system in order to change your password.

If a password is entered incorrectly three times, your access will be revoked, and you will need to use the “Forgot my password” option to generate an email to your account with a secure link to access the system to change your password.



The image shows a web form titled "Restore my password". It features a light blue header with the title. Below the header, there is a text prompt "Please enter your username:" followed by a white input field. At the bottom of the form, there is a blue button with the text "Reset password".

## DBS Online Disclosure Guide (e-Bulk) ID Verifier Guidance Notes

Logging in will display the “ID Verifier Control Panel” (see below). Options available include the facility to edit their account details (via the “Edit Details” menu), and ID Verifier guidance. To view the list of applications requiring ID Verification, the ID Verifier should select the “Pending Applications” menu.



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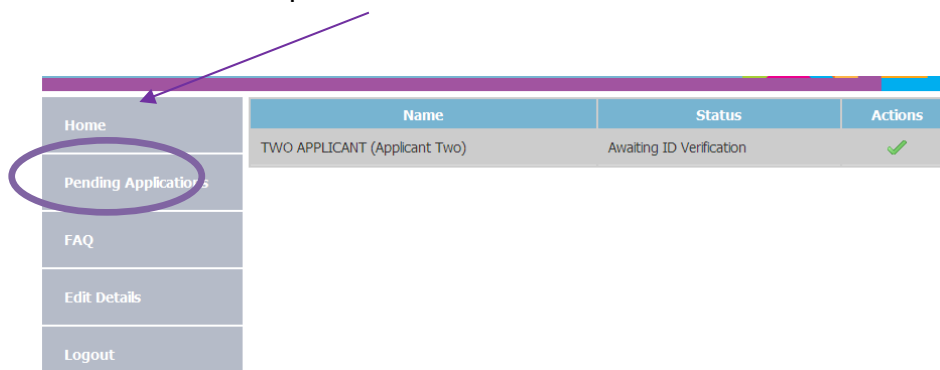
# Online DBS Service

Welcome to the ID Verifier Control Panel.

- Home
- Pending Applications
- FAQ
- Edit Details
- Logout

**Please note that the ID Verifier cannot amend the applicant's details if the application has been submitted with errors ie has indicated that they have a criminal record in error. The DBS Team should be contacted on 01629 535118 (Option 3) in this instance.**

This will display a list of those Applicants for whom ID verification is outstanding. The ID Verifier will then need to click on “approve” (denoted by a green tick). This will then take them to the next screen to complete the ID verification.



Name	Status	Actions
TWO APPLICANT (Applicant Two)	Awaiting ID Verification	✓

## DBS Online Disclosure Guide (e-Bulk) ID Verifier Guidance Notes


The next screen provides a preview of the details the Applicant has already entered to allow the ID Verifier to verify the ID against this information.

Application awaiting manager confirmation		
Current name:	MR TWO APPLICANT	
Date of Birth:	01-01-1980	
Gender:	MALE	
National Insurance Number:		
Position Details:	TEACHER in KCC	
Surname at birth (if different):		
Place of birth:	CANTERBURY	
Contact Number:		
Are you a volunteer:	NO	
Criminal Convictions:	NO	
Addresses history		
Address	Date from	Date to
1 ROAD TOWN ME10 1QX GB	01-2000	02-2013
Route One		
Group 1		
<input type="checkbox"/> Photo Driver Licence (UK) <sup>?</sup>		
<input type="checkbox"/> Valid Passport		
<input type="checkbox"/> Original Birth Certificate (UK) <sup>?</sup>		
<input type="checkbox"/> Biometric Residence Permit (UK)		

Group 2a	
<input type="checkbox"/> Certified copy of a Birth Certificate (UK and Channel Islands) <sup>?</sup>	<input type="checkbox"/> Old Style Paper Driver Licence (UK) <sup>?</sup>
<input type="checkbox"/> Photo Driver Licence (Non-UK) <sup>?</sup>	<input type="checkbox"/> HM Forces ID Card (UK)
<input type="checkbox"/> Adoption Certificate (UK)	<input type="checkbox"/> Firearms Licence (UK)
<input type="checkbox"/> Marriage/Civil Partnership Certificate (UK)	
Group 2b	
<input type="checkbox"/> Bank or building society statement (UK or EEA) <sup>?</sup>	<input type="checkbox"/> Credit card statement (UK or EEA) <sup>?</sup>
<input type="checkbox"/> Financial Statement <sup>?</sup>	<input type="checkbox"/> P45 / P60 statement (UK) <sup>?</sup>
<input type="checkbox"/> Council Tax statement (UK) <sup>?</sup>	<input type="checkbox"/> Work permit / Visa (UK) <sup>?</sup>
<input type="checkbox"/> Utility bill <sup>?</sup>	<input type="checkbox"/> Benefit Statement <sup>?</sup>
<input type="checkbox"/> Central/ Local Government/ Government Agency/ Local Authority <sup>?</sup>	<input type="checkbox"/> EU National ID Card
<input type="checkbox"/> Cards carrying the PASS accreditation Logo (UK)	<input type="checkbox"/> Mortgage Statement (UK or EEA) <sup>?</sup>
<input type="checkbox"/> Bank/Building Society Account Opening Confirmation Letter (UK)	<input type="checkbox"/> Letter of Sponsorship from future employment provider (Non-UK/Non-EEA) <sup>?</sup>
<input type="checkbox"/> Letter from a Head Teacher <sup>?</sup>	

## DBS Online Disclosure Guide (e-Bulk) ID Verifier Guidance Notes

The screenshot shows two sections of the application interface. The top section, titled "Declaration by ID Verifier", contains a checkbox for "Current Address Checked", a prompt to check the applicant's Date of Birth and Full Name History, and a confirmation statement: "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." Below this are "Submit" and "Print" buttons. The bottom section, titled "Route Selector", contains a prompt: "To amend the ID Verifier Route please select the appropriate option below." and a "Show Route Two" button.


In the first instance the ID Verifier will be prompted to select ID to meet Route One from the appropriate groups. Note that holding the cursor over the tool tip (  ) symbol next to certain field provides additional information e.g. how old a particular document can be in order to be considered valid for ID verification purposes.

The screenshot shows the "Group 1" section of the application. It lists four ID options with checkboxes: "Photo Driver Licence (UK)", "Valid Passport", "Original Birth Certificate (UK)", and "Biometric Residence Permit (UK)". A tooltip is displayed over the "Valid Passport" checkbox, containing the text: "Current Driving Licence (UK) (Full or provisional) Isle of Man /Channel Islands; Photo card only (a photo card is only valid if the individual presents it with the associated counterpart licence; except Jersey)."

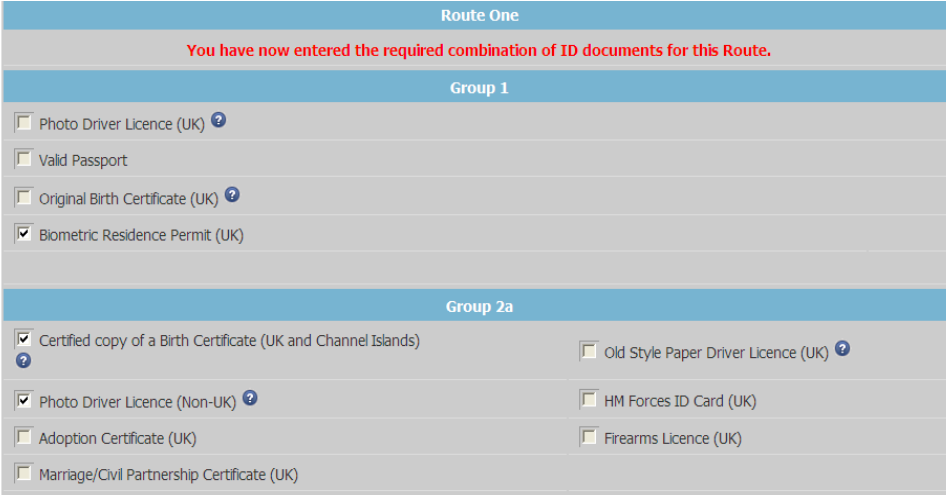
Note that for some types of ID e.g. passport, driver's licence and birth certificates, the field will expand prompting the verifier to provide additional information e.g. date of issue, as shown below. Please note that when prompted to select a date a calendar will appear.

The screenshot shows the "Route One" section of the application. The "Photo Driver Licence (UK)" checkbox is checked, and its fields are expanded to include "Licence Number:", "Valid From:", and "Date of Birth:". A calendar is displayed over the "Date of Birth:" field, showing the month of February 2013. The other ID options are unchecked.

## DBS Online Disclosure Guide (e-Bulk) ID Verifier Guidance Notes

 **TOP TIP – By clicking on the name of the month and the year at the top of the calendar, a dropdown menu will appear allowing you to select the relevant dates more quickly than scrolling month by month.**

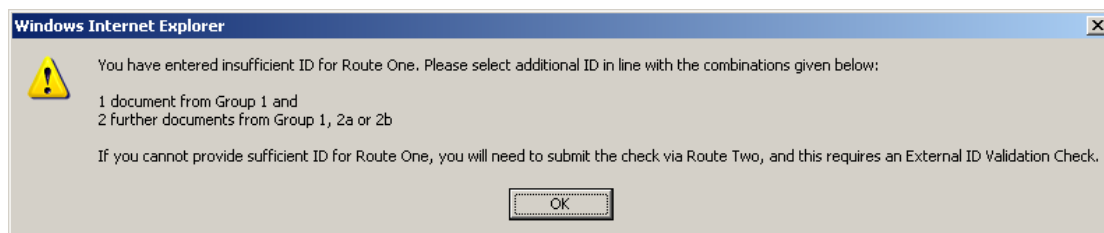
Once sufficient ID has been provided, the system will grey out other options, preventing you from selecting additional ID as shown below.



The screenshot shows the 'Route One' section of the ID Verifier interface. A red message states: 'You have now entered the required combination of ID documents for this Route.' Below this, there are two groups of ID document options:

- Group 1:**
  - Photo Driver Licence (UK) ?
  - Valid Passport
  - Original Birth Certificate (UK) ?
  - Biometric Residence Permit (UK)
- Group 2a:**
  - Certified copy of a Birth Certificate (UK and Channel Islands) ?
  - Photo Driver Licence (Non-UK) ?
  - Adoption Certificate (UK)
  - Marriage/Civil Partnership Certificate (UK)
  - Old Style Paper Driver Licence (UK) ?
  - HM Forces ID Card (UK)
  - Firearms Licence (UK)

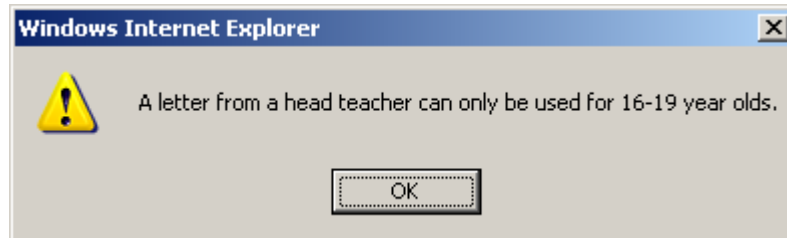
In the event that the ID Verifier attempts to submit insufficient ID or an invalid combination of ID, an alert will appear as shown below.



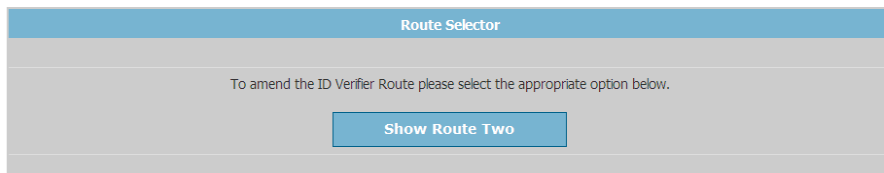
If the verifier receives this message they should select ok, and enter the additional information required or select the next Route.

Upon submission, the system also validates key fields, and notifies the user if data entered does not meet the requirements of or format required by the DBS (e.g. Letter from a Head Teacher being selected for someone who is not 16-19). In the event that invalid information is provided, a notification will appear alerting the user to the nature of the item requiring correction.

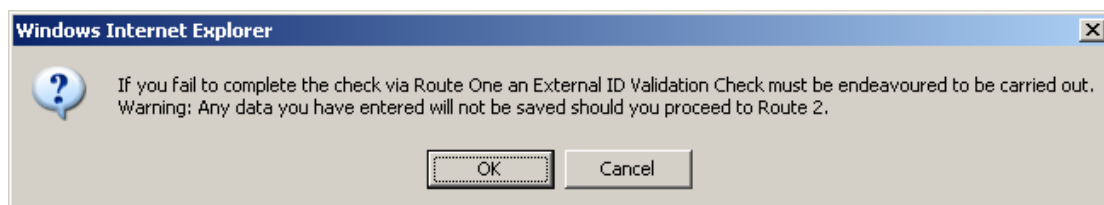
## DBS Online Disclosure Guide (e-Bulk) ID Verifier Guidance Notes



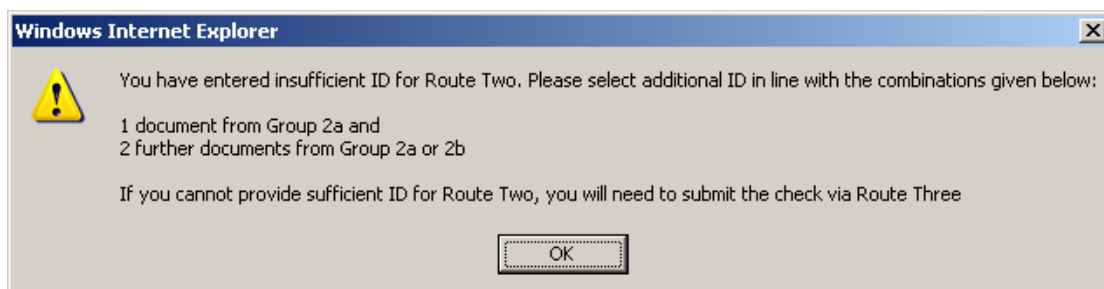
If the applicant cannot provide sufficient ID to meet Route One, the ID Verifier should select "Show Route Two" from the "Route Selector" menu at the bottom of the screen.



Upon selecting "Show Route Two", the ID Verifier is reminded that an external ID validation check should be carried out for Route Two, and any data entered for Route One will not be saved. To request an external ID validation check, please contact the DBS Team at the Shared Services Centre on 01629 535118 (Option 3) or email [DBS@derbyshire.gov.uk](mailto:DBS@derbyshire.gov.uk).

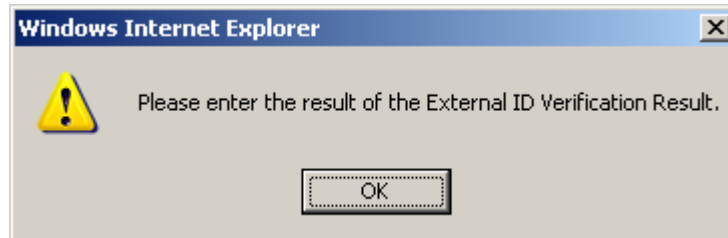


This will display the relevant ID groups for Route Two. As with Route One, the system validates information input. If insufficient or invalid ID is provided, the system will prevent the ID Verifier from proceeding and an alert will appear as shown below.

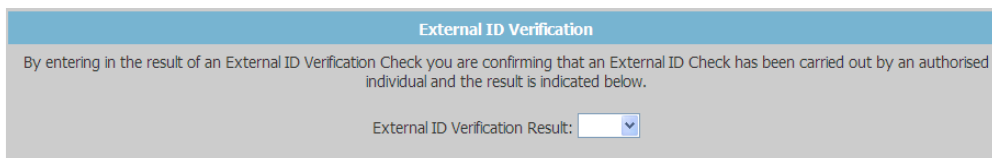





## DBS Online Disclosure Guide (e-Bulk) ID Verifier Guidance Notes

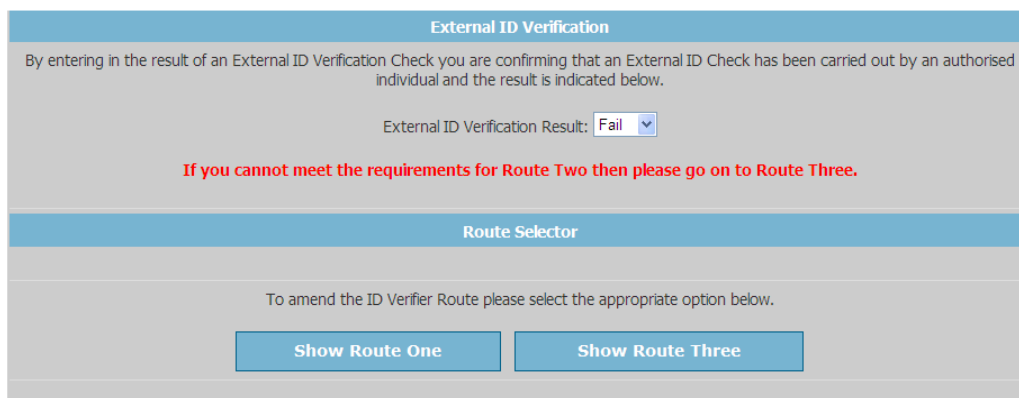


Route Two additionally requires that the ID Verifier endeavours to complete an external ID verification check, the result of which should be entered on the system. To enter the result of this check, the ID Verifier should select the outcome from the “External ID Verification Result” dropdown menu.

A screenshot of a web form section titled "External ID Verification". Below the title is a paragraph of text: "By entering in the result of an External ID Verification Check you are confirming that an External ID Check has been carried out by an authorised individual and the result is indicated below." Below this text is a label "External ID Verification Result:" followed by a dropdown menu.

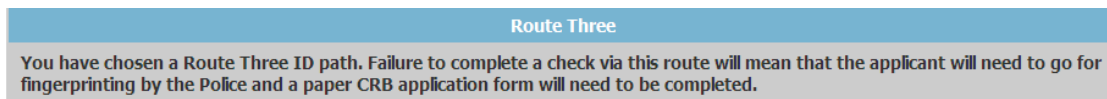
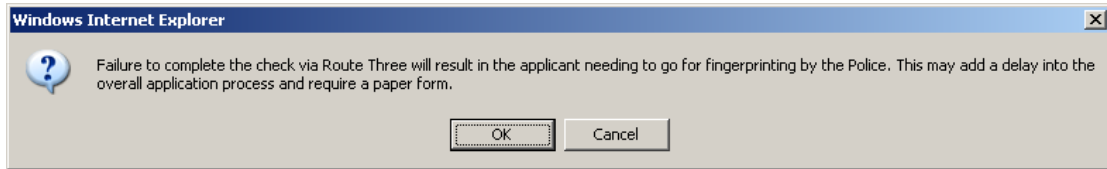
 **TOP TIP – We strongly advise that you check that the applicant is able to provide sufficient ID for Route Two before undertaking an external ID check.**

In the event that the external ID check fails to verify the identity of the applicant and / or the applicant cannot provide enough ID for Route Two, the result should be entered as a “Fail”, and the ID Verifier will be prompted to move onto Route Three. To do this, the ID Verifier should select “Show Route Three” from the “Route Selector”.

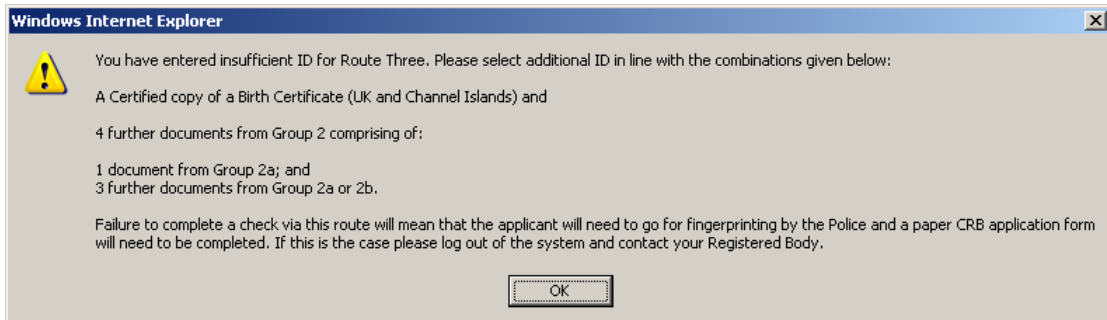
A screenshot of a web form showing two sections. The top section is titled "External ID Verification" and contains the same text as the previous screenshot, but the dropdown menu for "External ID Verification Result:" is now set to "Fail". Below this is a red text prompt: "If you cannot meet the requirements for Route Two then please go on to Route Three." The bottom section is titled "Route Selector" and contains the text "To amend the ID Verifier Route please select the appropriate option below." Below this text are two buttons: "Show Route One" and "Show Route Three".

Upon selecting “Show Route Three”, the ID Verifier is reminded that failure to complete the check via Route Three will result in the applicant needing to go for fingerprinting by the Police and completing a paper form. To proceed, the ID Verifier should click on “OK”.

## DBS Online Disclosure Guide (e-Bulk) ID Verifier Guidance Notes



As with previous routes, attempting to submit insufficient or invalid ID will be prevented by the system and an alert displayed.



Should the ID Verifier wish to return to a previous route, they can do so by selecting the route from the "Route Selector" at the bottom of the screen. Please note that moving to a different route will remove data entered for the previous route.

Once the requirements for a particular route have been met, the ID Verifier needs to confirm that they have checked the current address of the applicant and ticked the declaration to confirm that the information provided in support of the application is complete and true before being able to submit the application.

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Declaration by ID Verifier	
<input checked="" type="checkbox"/>	Current Address Checked
Please ensure you have checked the applicant's Date of Birth and Full Name History	
<input checked="" type="checkbox"/>	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.
<input type="button" value="Submit"/> <input type="button" value="Print"/>	

Clicking on the “Print” button will allow the ID Verifier to print a summary of the application form, with space for the Applicant and ID Verifier to sign a declaration that the information provided in support of the application is correct should they also wish to retain a paper audit trail.

Once the ID verification has been completed, the ID Verifier should click on “Submit”. This will send the completed form to countersignatories for secure submission via e-bulk to the DBS. A message will appear onscreen to confirm this has been successful.

Home	<h3>Application Approved</h3> <p>Thank you for completing the ID verification for your member of staff. This will now be submitted to the CRB for the check to be completed.</p>
Pending Applications	
FAQ	
Edit Details	
Logout	

ID Verifiers are asked to complete the ID verification within a specified period. In the event that this is not completed within the stated timescales, automated reminder e-mails are sent by the system to the ID Verifier every 5 days by the DBS Team.

***If the nominated ID Verifier is absent from work, in order to prevent a delay in the DBS application process, the manager/headteacher must contact the DBS Team on 01629 535118, Option 3 or [DBS@derbyshire.gov.uk](mailto:DBS@derbyshire.gov.uk) to nominate another ID Verifier within their Business Unit to undertake this role.***

## DBS Online Disclosure Guide (e-Bulk) ID Verifier Guidance Notes

### What Documents Do I Need to Produce?

**NB: Failure to produce sufficient identity documents will lead to delays in the appointment process and may lead to withdrawal of the offer of employment**

#### Route 1

Route One must **always** be attempted to be taken. Three documents in total must be seen; one document must come from Group 1 and a further two documents from Group 1, 2a or 2b. One document must verify the applicant's current address.

#### Route 2

One document must be seen from Group 2a and two further documents from Group 2a or 2b; one of which must verify the applicant's current address. Applicants will also be required to undergo an external ID validation check through Route Two.

#### Route 3

A Certified copy of a UK Birth Certificate (UK and Channel Islands, issued after the time of birth by the General Register Office/relevant authority) is required to be seen and four further documents must be seen from Group 2 comprising of one document from Group 2a and three further documents from Group 2a or 2b; one of which must verify the applicant's current address.

**If the applicant fails to produce the required document set at route three, they will need to be sent for fingerprinting by the Police which you should be aware is likely to cause delay to the DBS application process and subsequently to your recruitment processes.**

#### Group1 – Primary Trusted Identity Credentials

- Current valid Passport
- Biometric Residence Permit (UK)
- Current Driving Licence Photo Card (UK) (EU) (Full or provisional) Isle of Man/Channel Islands
- Birth Certificate (UK, Isle of Man and Channel Islands)- issued at the time of birth (registration within 12 months of birth); Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces
- Adoption Certificate

#### Group2a – Trusted Government/State Issued Documents

- Current Driving Licence – old style paper version UK, Isle of Man, Channel Islands and EU (full or provisional)
- Current Driving Licence – Photo Card. All other countries (full or provisional)
- Birth Certificate (UK, Isle of Man and Channel Islands) - (issued after the time of birth by the General Register Office/relevant authority i.e. Registrars – Photocopies are not acceptable)

## DBS Online Disclosure Guide (e-Bulk) ID Verifier Guidance Notes

- Marriage/Civil Partnership Certificate (UK and Channel Islands)
- Adoption Certificate (UK and Channel Islands)
- HM Forces ID Card (UK)
- Fire Arms Licence (UK and Channel Islands)

### **Group2b – Financial/Social History Documents**

- Mortgage Statement (UK or EEA)\*\* (Non-EEA statements must not be accepted)
- Bank/Building Society Statement (UK or EEA)\* (Non-EEA statements must not be accepted)
- Bank/Building Society Account Opening Confirmation Letter (UK)
- Credit Card Statement (UK or EEA)\* (Non-EEA statements must not be accepted)
- Financial Statement\*\* - e.g. pension, endowment, ISA (UK)
- P45/P60 Statement\*\* (UK & Channel Islands)
- Council Tax Statement (UK & Channel Islands)\*\*
- Work Permit/Visa (UK) (UK Residence Permit) \*\*\*
- Letter of Sponsorship from future employment provider (Non-UK/Non-EEA only – valid only for applicants residing outside of the UK at time of application)
- Utility Bill (UK)\* – Not Mobile Telephone
- Benefit Statement\* - e.g. Child Allowance, Pension
- A document from Central/Local Government/Government Agency/Local Authority giving entitlement (UK & Channel Islands)\*-e.g. from the Department for Work and Pensions, the Employment Service, Customs & Revenue, Job Centre, Job Centre Plus, Social Security
- EU National ID Card
- Cards carrying the PASS accreditation logo (UK and Channel Islands)
- Letter from Head Teacher or College Principal (16/17 year olds in full time education - only used in exceptional circumstances when all other documents have been exhausted)\*\*\*

Please note:

\* Documentation should be less than 3 months old

\*\* Issued within the past 12 month

\*\*\* Must still be valid

### **SECURITY, CONFIDENTIALITY AND RETENTION.**

Disclosure information is treated with the utmost confidentiality such that access to disclosure information is restricted to only those individuals who have a requirement to see

it in the course of their duties. Information should only be disclosed to third parties in exceptional circumstances and with the consent of the DBS.

Where Disclosures are required to be seen for a recruitment decision the applicant must retain their Disclosure certificate and not the manager. The Disclosure information is held on a safe and secure electronic DBS checking system and can only be accessed by individuals who have a requirement as part of their duties.