

## The Applicant – How to Get Started

### Registration

You must register with us to complete an application form. How you should register is pre-determined by the organisation that has requested you complete a Disclosure and Barring Service (DBS) check.

If you are unsure what registration process to follow, contact your organisation.

#### Self-Registration Process



**If you do not know your Org PIN, please contact your organisation.**

1. Click **Register** on the right hand side of the screen.
2. Enter your Org Pin supplied by your organisation & if required the Secret Word
3. Enter your full name.
4. Enter your email address and confirm it by entering it again.
5. Click **Next Step**
6. Enter/confirm the Organisation's Name as requested
7. **Create** a memorable password
8. **Confirm** the password by entering it again
9. Click '**Complete Registration**'

#### Registered by Organisation Process



**Receive an Activation Email containing The Organisation PIN**

This is specific to your organisation

**Confirmation of Email Address**

To be used as your username

**Link to Registration Page**

Required to activate your account

**Follow these steps:**

1. Click the link within the email
2. Create a memorable password
3. Confirm the password by entering it again
4. Click '**Save Password**'

### What will I need to complete the application?

To make completing the application form as quick as possible, have the following information (where applicable) to hand:

- > Dates of any name changes (mm/yyyy)
- > Mother's Maiden Name
- > Full 5 year address history including dates (mm/yyyy)
- > National Insurance Number
- > Passport
- > Driving Licence

In order to confirm your personal details you are required by the Disclosure and Barring Service (DBS) to supply a minimum of 3 identity documents.

To see the full list of ID documents accepted for verification please go to:

<https://www.gov.uk/government/publications/dbs-identity-checking-guidelines>

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### Getting my ID verified & Making the payment

How you get your ID verified is determined by your Organisation, who will either verify your ID themselves or ask that you have your ID verified at a Post Office.

If you are unsure on which ID verification process to follow please contact your organisation.

#### ID verified by organisation



If you have not already supplied your ID for verification, once you have completed the application form, contact your organisation and arrange with them, a time to do so.

If you are required to pay for the application, once your ID has been verified you must log back in to OnlineDisclosures, (using the Org PIN, your email address and the password you created) to do so.

**Note:** All payments are processed through PayPal, If you do not have a PayPal account, select the option 'Pay with a credit or debit card'.

PayPal will send an email to confirm receipt of payment.

#### Post Office ID Verification



In order for the Post Office to verify your ID, you must take with you:

- > The ID Verification Service sheet – available to print once you have submitted the application form.
- > The original pieces of ID selected for verification
- > Method of payment (where applicable)

To find the nearest Post Office go to <http://www.postoffice.co.uk/branch-finder>

Enter your postcode and select 'CRB & ID Verification Service' from the 'Service Required' field.

The Post Office will accept payments via cash or debit/credit card.

To view instructions on how to complete the Application form click to view [The Full Applicant User Guide](#)