

HOW TO APPLY FOR A DBS DISCLOSURE ELECTRONICALLY

For the applicant

You will need the following information to complete the various fields:

- National Insurance Number
- Last five years address history

Go to disclosure.capitarvs.co.uk/cas/ and choose **'Start Application'**

Enter the:

- Organisation reference*:

*Verifier to complete before handing to the applicant

and

- Organisation password*:

and press **'Enter'**

- Tick to say that you agree with the CRVS Statement of Fair Processing and press **'Enter'**
- Tick to say that you agree with the pre-entry statement and press **'Next'**
- Complete the 'About You' section and press **'Next'**
- Complete the 'Address History' and press **'Next'**
- Complete the 'Additional Info' and press **'Next'**
- Complete the 'Position Applied For' and any conviction history and press **'Next'**
- You will now see a summary of the information you have entered.
- Please check through this information to ensure there are no omissions/errors before ticking the box at the bottom to indicate your consent, The press **'Complete'**
- A reference number will now be shown, which you should note down.

You now need to see the person who asked you to apply for the disclosure to have your identity verified. You will need to provide one identification document from Group 1 and two additional documents from any of the groups. If you are unable to provide a document from Group 1, please contact your verifier for further guidance.

Group 1 Documents (Primary Trusted Identity Credentials)

- Current valid Passport (Any Nationality)
- Current Photocard Driving Licence and counterpart (UK, Isle of Man or Channel Islands) (Full or provisional). Please note: some EU countries do not issue a counterpart.
- Birth Certificate (UK or Channel Islands) issued within 42 days of birth; Full or short form acceptable
- Biometric Residence Permit (UK)

Group 2a Documents (Trusted Government/State Issued Documents)

- Current UK Driving Licence (old style paper version) (UK, Isle of Man, Channel Islands or EU)
- Current Driving Licence – photo card (where a counterpart has been issued but not presented) All countries
- Birth Certificate (UK and Channel Islands) - (issued more than 42 days after birth)
- 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)

Group 2b Documents (Financial / Social History Documents)

- Mortgage statement (UK or EEA) **issued within the last 12 months**
- Bank / Building Society Statement (UK or EEA) **issued within the last 3 months**
- Bank / Building Society Account Opening Confirmation Letter (UK) **issued within the last 3 months**
- Credit Card Statement (UK or EEA) **issued within the last 3 months**
- Financial Statement (e.g. Pension, Endowment, ISA) (UK) **issued within the last 12 months**
- P45 / P60 (UK or Channel Islands) **issued within the last 12 months**
- Council Tax Statement (UK or Channel Islands) **issued within the last 12 months**
- Work Permit / Visa (UK) (UK Residence Permit)
- Utility Bill (not mobile telephone) (UK) **issued within the last 3 months**
- Benefit statement (e.g. Child Allowance, Pension) **issued within the last 3 months**
- A Document from Central/Local Government Agency (UK) **issued within the last 3 months**
- EU National ID card
- Cards carrying the PASS Accreditation logo (UK or Channel Islands)
- Letter from Head Teacher/College Principal (16 to 19 year olds only)