



Instructions on how to apply for a DBS (Disclosure & Barring Service) check

You will need the following information to start your application:

- Full name and changes in name
- Addresses over the past 5 years
- Date and place of birth
- National Insurance Number
- Contact phone number
- Details from three pieces of ID such as passport, driving licence and utility bill.

To start your DBS check on line by visiting www.crbcheck.info; this is a website for Cataphract; the company which will carry out your DBS check.

1. When you get to the website click on the “Applicants” section
2. Once the “**Applicants**” section opens, there is a link at the bottom for you to click on to begin your application e.g. ‘To begin an application please click [here](#)’
3. Once “**The Disclosure**” section opens, information regarding the different levels of Criminal Record Check will be detailed, once you have finished reading, click the “**Next >>**” button at the top right of the page.
4. Once “**The Process**” section opens, information regarding ‘what happens next?’ will be detailed, once you have finished reading, click the “**Next >>**” button.
5. Once “**The Information**” section opens, you can read details of the information you must have to hand before you begin completing the application form. Once you have finished reading and have checked you have all the information you need, click the “**Next >>**”.
6. Once “**The Documents**” section opens, you can read details of the documents you must have to hand before you begin completing the application form. Once you have finished reading and have checked you have all the documents you need, click the “**Next >>**” to start completing your application.
7. Once “**Apply Online**” section opens click [Begin Application](#)
8. Once the Disclosure Form opens, click start and read the Terms and Conditions
9. Once you have confirmed your agreement to the Terms and Conditions you will be taken to the Detail of Position page.
10. Click “**Yes, I have been given an ID number**” and enter the account number **100258** and click proceed.
11. On the next page select “**Child Safety Instructor**” from the dropdown list and click the “**Proceed**” button.



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Once you receive your form from Cataphract;

1. You will need to sign the form and take a photocopy of your original identity documents prior to taking to a 'Responsible Person' for verification. The responsible person can be your line manager or supervisor
2. The Responsible Person' will check your ID and sign the photocopy to confirm their verification of your documents.
3. Once the photocopy has been signed, you will need to post to Cataphract along with the signed form.

Please Note;

- Your DBS will not be processed until your form and verified photocopy of documents have been received by Cataphract.
- Your DBS will not be processed until your form and verified photocopy of documents have been received by Cataphract; you must arrange verification of your documents **within two weeks** of receiving the paperwork
- Once Cataphract have received your form and verified documents it can take **at least 6 weeks** for you to receive your certificate.
- Once you received, can you please ensure you take a copy of your DBS certificate and either email or post to the following;
 - **Email;** talking.tacs@dhl.com
 - **Address;** Tim Bulmer, DHL Supply Chain, Cobra Court, 3 Lumsdale Road, Manchester, M32 0UT

If you would like more information about the CRB process please visit www.crb.homeoffice.gov.uk