



Leeds
CITY COUNCIL

DBS Online Disclosure Guide (e-Bulk)
Applicant Guidance Notes



APPLICANT GUIDANCE NOTES

An online DBS check can be completed by accessing the internet from any PC/Laptop that has this facility. Please be aware that you must complete your application form in full as part completed application forms cannot be saved.

LOGGING ONTO THE SYSTEM

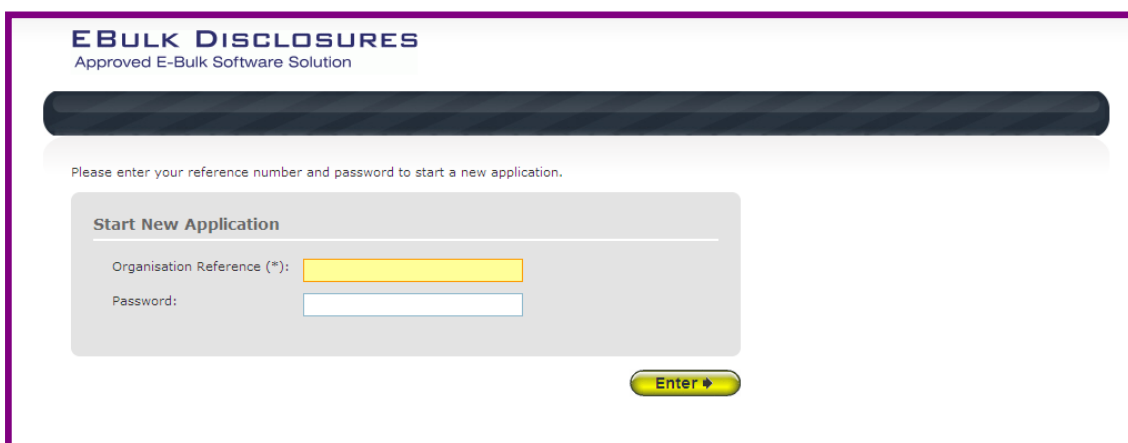
Please enter the following address in the web browser:

<https://disclosure.capitarvs.co.uk/leeds/>

If you are **not** taken directly to the 'Start New Application' page, please click on '**Start Application**' in the orange box entitled '**DISCLOSURE AND BARRING SERVICE (DBS) APPLICATION**' to enter the system and start your application.

Please note at this stage of the process your login details are case sensitive.

To begin - enter the Organisation Reference and password that has been supplied to you by the Business Support Centre.



EBULK DISCLOSURES
Approved E-Bulk Software Solution

Please enter your reference number and password to start a new application.

Start New Application

Organisation Reference (*):

Password:

Enter ➔

Once you have completed this section click '**Enter**'.

STATEMENT OF FAIR PROCESSING

You will now be taken to the 'CRVS Statement of Fair Processing' outlining CRVS's terms and conditions. Please read the statement and tick the box to confirm this has been read and agreed to.

EBULK DISCLOSURES

Approved E-Bulk Software Solution

CRVS Statement of Fair Processing

By accessing this website and providing Capita Recruitment Vetting Service (CRVS) with your personal details, you agree to accept and be bound by the terms of the CRVS statement of fair processing which is summarised below.

Using the IT specification supplied by the DBS Capita Recruitment Vetting Service has produced an online disclosure system, e Bulk, which is an alternative to the standard paper forms, therefore allowing you to complete your application at any location with internet access.

Our online service is committed to protecting the privacy of our users. When you supply any personal information to this site we have legal obligations towards you in the way we deal with your data as follows:

1. We will hold your personal information on our systems for as long as needed to meet the service you have requested, and remove it in the event that the purpose has been met.
2. We will ensure that all personal information supplied is held securely, in accordance with the Data Protection Act 1998.
3. We will provide a safe and secure experience for users of this site.
4. We will ensure that the information you submit to us remains private, and is only used for the purposes set out below.

Fair Processing Principles

- Your personal information is only processed with your knowledge.
- Only information that we actually need is collected and processed.
- Your personal information is only seen by those who need it to do their jobs.
- Personal information is retained only for as long as it is required.
- Decisions affecting you are made on the basis of reliable and up to date information.
- Your information is protected from unauthorised or accidental disclosure.
- Inaccurate or misleading data will be corrected as soon as possible.
- Procedures are in place for dealing promptly with any dispute.

All information requested is used solely for the purpose of producing a Disclosure and Barring Service certificate and is collected, stored and processed by CRVS and the Disclosure and Barring Service in accordance with the Data Protection Act 1998. We will treat your personal information as confidential and we will not disclose it to any third party except: (i) with your prior agreement; (ii) as necessary for providing our e-bulk online disclosure service to you; or (iii) as required by law.

Any organisation which uses the CRVS e-Bulk online disclosure service is obliged to sign a service contract requiring them to:

- Abide by the Data Protection Act 1998
- Have a policy for secure storage, handling, use, retention and disposal of Disclosures and Disclosure Information

The CRVS e-Bulk solution is hosted within an ISO27001, Capita owned data centre and all components of the service are protected by intrusion detection and intrusion prevention devices. Completed applications are fully encrypted and securely transferred to Disclosure and Barring Service using the e-Bulk Interface.

I have read and understand this statement (tick to confirm)

[Next ▶](#)

Once you have ticked the consent box please click 'Next'

APPLICATION PRE-ENTRY STATEMENT

You will now see the application pre-entry statement; this gives concise information in regards to the requirements by the DBS regarding acceptable identification in support of your DBS application.

EBULK DISCLOSURES

Approved E-Bulk Software Solution

A key requirement of the Disclosure process through the Disclosure and Barring Service (DBS) is for your identification to be verified by the organisation requesting this Disclosure on you.

If you do not hold at least one of the identification documents listed below you should seek clarification from the organisation requesting this Disclosure on you prior to starting your application as you may not be able to submit your application online.

- Current valid Passport
- Biometric Residence Permit (UK)
- Current Driving Licence (UK, Isle of Man/Channel Islands) (full or provisional)
- Birth Certificate (UK & Channel Islands) - issued within 12 months of your date of birth

Sometimes, we might be required to undertake an External ID Verification Validation check. If so this is undertaken independently and may require your consent.

Please read the document DBS list of acceptable identification for details about the identification we require. You can get further guidance about the DBS Disclosure process at <http://www.gov.uk/dbs>.

Please note, only English language applications can be submitted online - Welsh language applications must be submitted using the paper application route. If you require your certificate to be produced in the Welsh language please do not continue with this online application and contact the organisation requesting this application on you as a Welsh language application form must be completed and submitted to the Disclosure & Barring Service.

I have read and understand this statement (tick to confirm)

[← Previous](#) [Next →](#)

- The application form is a simple 5 step process. Please complete all fields.
- Mandatory fields are denoted by (*)

Mistakes on the application form will cause delays in processing.

SECTION 1 – ABOUT YOU

Please enter your personal details.

If you have any middle name(s) ensure that you enter these details, particularly those that appear on your identity documents, e.g. passport, driving licence, birth certificate, etc. Any missing information from this or any other section can severely delay the processing of your criminal record check.

EBULK DISCLOSURES
Approved E-Bulk Software Solution

1) About You | 2) Address History | 3) Additional Info | 4) Employment | 5) Confirm

The application form is a simple 5 step process, please complete all fields provided.
Mandatory fields are denoted by (*)

Personal Details

Gender (*): -- select --
Title (*): -- select --
Forename (*):
Middle name 1:
Middle name 2:
Middle name 3:
Surname (*):
Date of birth (*): -DD- -MM- -YYYY-
NI Number:

Contact Details

Language (*): -- select --

To speed up the resolution of any queries with your application please provide a telephone number or email address we can use to contact you

Telephone No:
If you have an email address please supply this to allow an automated email to be sent to you to confirm your application has been submitted

Email Address:

Information

Middle Names
Please supply all middle names, especially those that appear on your identity documents, e.g. passport, driving licence, birth certificate, etc.
Failure to comply will result in delays.

Language
Only English language applications can be submitted online. Welsh language applications must be submitted using the paper application route. If you require your certificate to be produced in the Welsh language please contact the organisation requesting this application on you as a Welsh language application form must be completed and then submitted to the Disclosure & Barring Service.

Minimum age for DBS checks
Someone who is aged under 16 at the time of application is not allowed to apply for a DBS check.

Previous Next

Once you have completed this section click 'Next'.

SECTION 2 – ADDRESS HISTORY

Please enter your current address. If you have not lived at this property for more than five years, you will be taken to another screen. Here you will be required to add any additional addresses to ensure your address history goes back the required five years. **Please note if you do not provide a minimum of five years address history, you will not be able to proceed to the next stage of the application process.**

Address Dates

There cannot be any gaps/overlaps in your address history. Please ensure that the month and year of each address follows that of the previous address. Students who switch between their permanent residence and education establishments must enter each address with dates consecutively, e.g. parents' address Dec 2009 – Jan 2010, university address Jan 2010 – March 2010, parents' address March 2010 – April 2010 etc. Do not run addresses/dates simultaneously as your application form will be rejected by the DBS. Once an address has been entered, you can edit any information by clicking on the 'Edit' button.

Postcode

Please ensure that all UK addresses have a full postcode; if you cannot remember your postcode please use the Royal Mail [UK Postcode Finder](#) link provided within the address information box.

No Fixed Abode UK

If you were of no fixed abode within the UK please enter the nearest hostel address to the location you were based.

Foreign Addresses/Travelling Overseas

If you have travelled overseas and cannot supply the address for a foreign country then please enter 'no fixed abode' for Address Line 1. Please then enter the Town/City and Country of where you were residing within this period.

EBULK DISCLOSURES
Approved E-Bulk Software Solution

1) About You : 2) **Address History** : 3) Additional Info : 4) Employment : 5) Confirm

Please enter your current address

Current Address

Address Line 1 (*):

Address Line 2:

Town (*):

County:

Country (*):

Date from (*):

Information

Address Dates
There cannot be any gaps or overlaps in your address history. Please ensure that the month and year from a previous address are repeated as the same date at the start of your next address. Students who switch between their permanent residence and educational establishment must enter each address with dates consecutively e.g. parents address Dec 09-Jan 10, University address Jan 10-March 10, parents address March 10-April 10 etc. Do not run addresses/dates simultaneously as your form will be rejected by the DBS.

Postcode
Please ensure you fully enter your postcode, partial postcodes will cause your form to be rejected by the DBS. If you can't remember your postcode use the Royal Mail [UK Postcode Finder](#)

Once you have completed this section click 'Next'.

SECTION 3 – ADDITIONAL INFO

Place of Birth

Please enter details of your place of birth.

Nationality at Birth

Please enter your Nationality at birth and state YES or NO as to whether this has changed since you were born. If this has changed, you will be required to enter your current nationality.

Changed Surname

If you have changed your surname please provide your birth surname and the year you changed it. Please ensure that where names change they run in date order and with no gaps.

Other Names

Please provide details of any other names used at any time during your lifetime and the dates during which the names were used. Please enter each forename, middle name(s) and surname separately using the 'Add Name' button below. If you have used any aliases, e.g. William known as Bill, please also supply these details.

Failure to supply any additional information may cause your application to be delayed.

EBULK DISCLOSURES
Approved E-Bulk Software Solution

1) About You : 2) Address History : **3) Additional Info** : 4) Employment : 5) Confirm

Please complete the following additional information

Place of Birth

Town (*):

County:

Country (*):

Nationality at birth (*):

Have you changed your nationality since birth? (*):

Have you changed your birth surname? (*):

Other Names

Please provide details of any other names used at any time during your lifetime and the dates during which the names were used. Please enter each forename and surname separately using the 'Add Name' button below.

Name	Type	From	To
No records have been created			

Information

Change of name(s)
Please ensure that where names change they run in date order and with no gaps.

Other names
If you have used any other names at any time during your lifetime please provide them.

Aliases
Please supply details of any alias names you may have used including dates from and to, e.g. William known as Bill etc within the Other Names section. Failure to do so could cause your application to be delayed or rejected by the DBS.

Once you have completed this section click 'Next'.

SECTION 4 – EMPLOYMENT DETAILS

Position Applied For

Please insert the correct job role as supplied to you by your manager. You will either be required to select your job role from the dropdown list provided or enter this manually. No abbreviations are permissible, e.g. Admin Asst should read Administrative Assistant. If you are a volunteer do not enter just volunteer, please enter in which capacity your job role is, e.g. Coach.

Failure to enter the correct job role may cause your application to be delayed.

Employer Name

This has been defaulted to your organisation name and should not be amended.

The screenshot shows the 'EBULK DISCLOSURES' application interface. At the top, it says 'Approved E-Bulk Software Solution'. A progress bar indicates the current step is '4) Employment'. The main form area is titled 'Please complete the fields below' and contains two sections: 'Employment Details' and 'Conviction History'. In 'Employment Details', 'Position Applied For (*)' is a dropdown menu set to '-- select --', and 'Employer Name (*)' is pre-filled with 'CHEQS ORGANISATION'. The 'Conviction History' section includes a note about the Rehabilitation of Offenders Act 1974, a link to the legislation, and a question about convictions with a dropdown menu set to '-- select --'. A 'Next' button is highlighted in yellow at the bottom right. To the right of the form is an 'Information' sidebar with details about the job role, abbreviations, volunteer entry, and employer name defaulting.

Conviction History

If you have never been convicted of a criminal offence or never received a caution, reprimand or warning then please select **'No'**. If you have been convicted of a criminal offence, or received a caution, reprimand or warning that is 'protected' as defined by the Rehabilitation of Offenders Act then please also select **'No'**.

If you have ever been convicted of a criminal offence, caution, reprimand or warning that is **not** 'protected' as defined by the Rehabilitation of Offenders Act then please select **'Yes'**.

For more information, please refer to Rehabilitation of Offenders Act 1974 at:

<http://www.justice.gov.uk/guidance/docs/rehabilitation-offenders.pdf>

Once you have completed this section click **'Next'**.

SECTION 5 – CONFIRMATION AND CONSENT

Now please read through your application to ensure that there are no omissions/errors before you submit your application. If you wish to edit a section of your application click on 'edit' next to the section of the form that requires changes.

At the end of the application please make sure that you complete the Applicant Consent section.

EBULK DISCLOSURES

Approved E-Bulk Software Solution

1) About You | 2) Address History | 3) Additional Info | 4) Employment | 5) Confirm

Application Confirmation and Consent

To complete this application, please review the details entered, tick the consent box at the bottom of this page and click the Complete button.

Personal Details

Title: MR [Edit](#)

Forename: TEST

Middle Names:

Surname: APPLICATION

Date of birth: 18/07/1984

Gender: MALE

NI Number: AA123456B

Contact Details

Language: ENGLISH [Edit](#)

Telephone No:

Email Address:

Address History

Address	From	To
115 ROCKINGHAM STREET SHEFFIELD S1 4EB UNITED KINGDOM	Jan 2005	Present

[Edit](#)

Place of Birth

Town: SHEFFIELD [Edit](#)

Country:

Country: UNITED KINGDOM

Nationality at birth: BRITISH

Current nationality: BRITISH

Employment Details

Position Applied For: TESTER [Edit](#)

Employer Name: CHEQS ORGANISATION

Conviction History

Unspent convictions: No [Edit](#)

Applicant Consent

By completing this form I consent to the transfer of my information to the Disclosure and Barring Service for the purpose of a Disclosure Application.

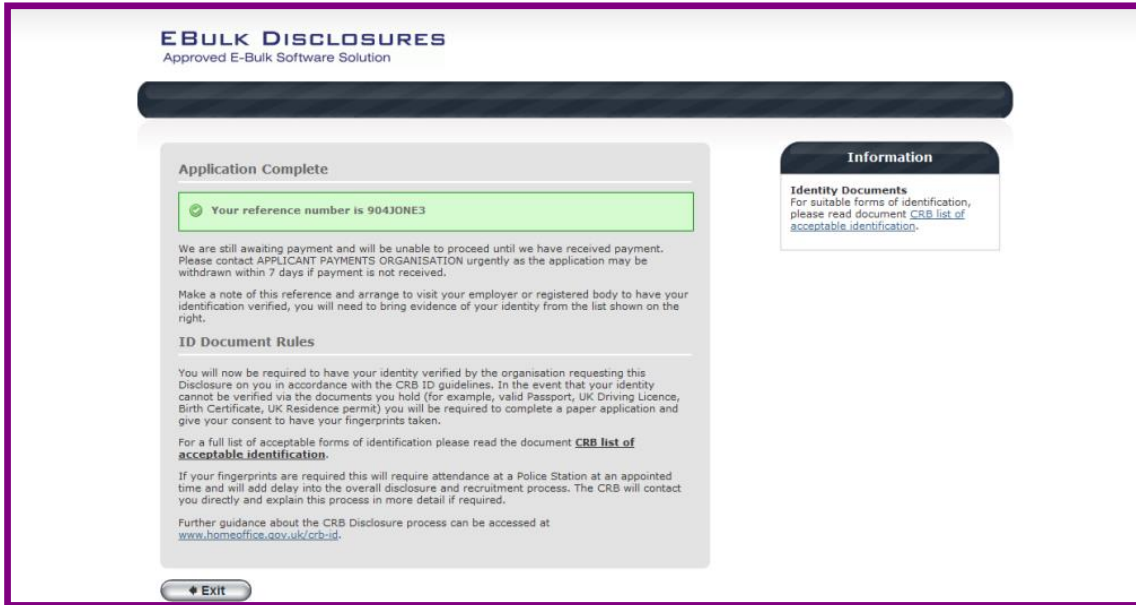
I confirm that the information that I have provided in support of this application is complete and true and understand that knowingly to make a false statement for this purpose is a criminal offence.

Please tick this box to indicate your consent:

[Previous](#) [Complete](#)

Now click 'Complete'.

You have now completed your application form and you will be given a submission reference number. **Please make a note of this number for reference purposes.** If you entered an email address onto your application form you will receive a confirmation email containing these details.



Your application form will be processed once your manager has verified your identity. Please see below for guidance on identity verification.

Next step - identity verification

In line with the DBS code of practice all applicants requiring a DBS check must have their identity verified.

How do I have my identity verified?

Please provide original identification to your manager and provide identification as listed in the acceptable ID table (see table below). Your application form will be processed by the Business Support Centre once your manager has verified your identity, and then sent onto the DBS.

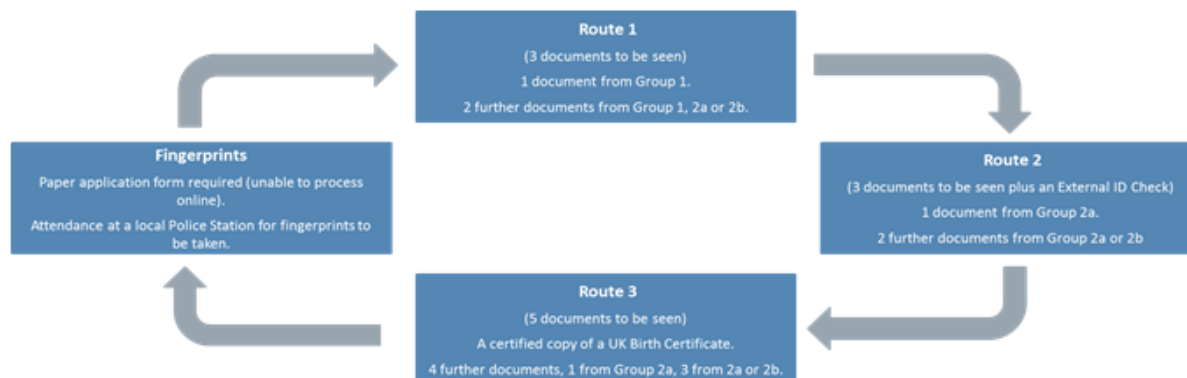
Tracking the progress of your application with the DBS

If you supplied an email address whilst entering your application, as soon as your application has been received at the DBS and is assigned a DBS Application Reference number you will receive a second email detailing this information. This email will also include details and links to the DBS website to enable you to track the progress of your application from the moment the disclosure process commences.

CONTACT DETAILS

Please contact the Business Support Centre enquiry team on 0113 247 7655 if you have any queries in regards to the DBS application process or if you experience any technical issues with the online system. Lines are open 8.30am-5.00pm Monday to Thursday and 8:30am – 4:30pm on a Friday. Alternatively you can contact us by e-mail at BSC.Enquiries@leeds.gov.uk.

DBS List of Acceptable Identification



Group 1 Primary Identity Documents
<ul style="list-style-type: none"> • Current valid Passport • Biometric Residence Permit (UK) • Current Driving Licence – photo card (UK / Isle of Man / Channel Islands and EU) (Full or Provisional) • Birth Certificate (UK / Channel Islands) (Issued at the time of birth) Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions & HM Forces. (Photocopies are not acceptable) • Adoption Certificate (UK)

Group 2a Trusted Government Documents	Group 2b Financial & Social History Documents
<ul style="list-style-type: none"> • Current Driving Licence – photo card (All Countries other than those in Group 1) (Full or Provisional) • Current Driving Licence – paper version (UK / Isle of Man / Channel Islands / EU) (Full or Provisional) • Birth Certificate (UK / Channel Islands) (Issued after the time of birth) • Marriage / Civil Partnership Certificate (UK / Channel Islands) • HM Forces ID Card (UK) • Fire Arms Licence (UK / Channel Islands) 	<ul style="list-style-type: none"> • Mortgage Statement (UK or EEA) (Non-EEA Statements not accepted) ** • Bank/Building Society Statement (UK or EEA) (Non-EEA Statements not accepted) * • Bank/Building Society Account Opening Confirmation Letter (UK) • Credit Card Statement (UK or EEA) (Non-EEA Statements not 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 Residence Permit, valid up to expiry date) • Utility Bill (UK) - Not Mobile Phone * • Benefit Statement (UK) e.g. Child Allowance, Pension * • Document from Central/ Local Government/ Government Agency/ Local Authority (UK / Channel Islands) * • e.g. DWP, Employment Service, HMRC, Job Centre, Social Security • EU National ID Card – must be valid • Cards carrying the PASS accreditation logo (UK / Channel Islands) – must be valid • Letter from Head Teacher or College Principal (16-19 year olds in full time education in the UK)
<p>Please note if a document in the List of Valid Identity Documents is:</p> <ul style="list-style-type: none"> • Denoted with * - issued in the last 3 months • Denoted with ** - issued in the last 12 months 	