



Disclosure and Barring Service (DBS) Check

September 2019

Please read all the notes carefully before proceeding

There are now 2 options you can choose from when completing your DBS:

Option 1 – Post Office route

If you wish to take your ID Documents to a Crown Post Office:

You must apply online at GBG (Online Disclosures) first and then take your documents to the Post Office. The Admissions Office will not be involved in the process. We will however, be able to see the outcome of your DBS check. Please use the Option 1 codes below and follow the instructions for Option 1. **There is a charge at the Post Office but the University will pay this for you.**

Option 2 – Admissions route

If you wish to supply your ID Documents to Admissions at the University, please use the Option 2 codes below and follow the instructions for Option 2 and Admissions will verify your DBS application.

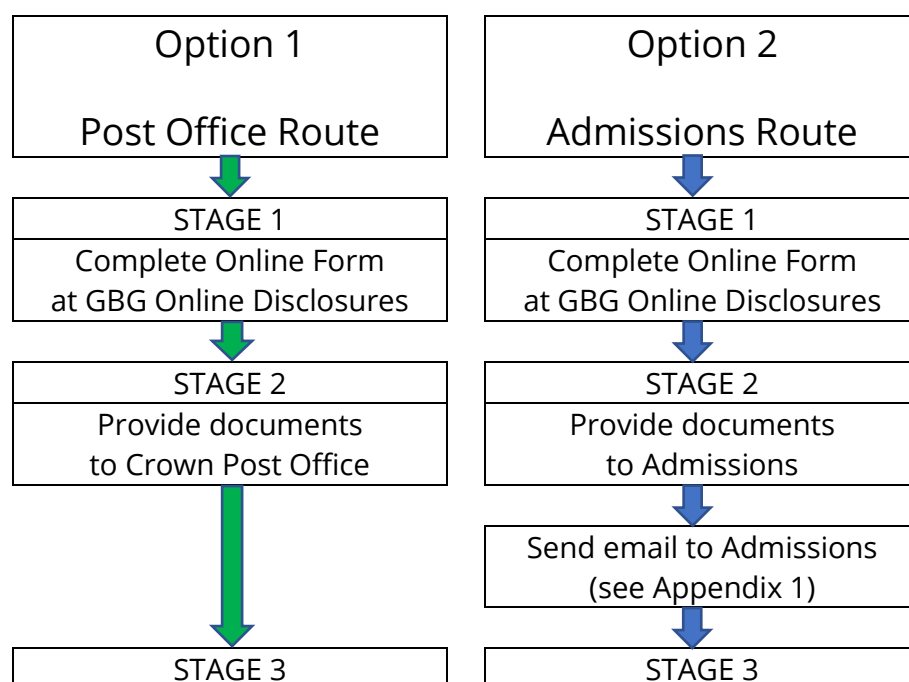
Choose Option 1 or 2 before proceeding, as you will need to ensure you choose the correct codes.

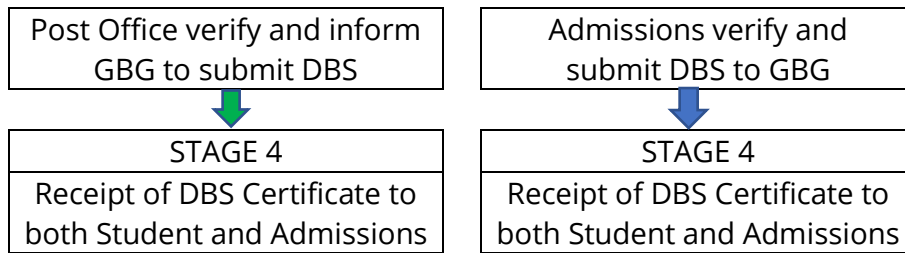
Education courses	Option 1	Option 1	Option 2	Option 2
Course:	Secret Word	Org PIN	Secret Word	Org PIN
Childhood & Youth (BA)	POsoeducation	164669	soeducation	105821
Early Childhood Studies (BA)	POsoeducation	164669	soeducation	105821
PGCE	POsoeducation	164669	soeducation	105821
Primary Education QTS (BA)	POsoeducation	164669	soeducation	105821
School Direct	POsoeducation	164669	soeducation	105821
Special Educational Needs & Inclusion (BA)	POsoeducation	164669	soeducation	105821

Social Science courses	Option 1	Option 1	Option 2	Option 2
Course name	Secret Word	Org PIN	Secret Word	Org PIN
Child & Adolescent Mental Health (MSc)	POssciences	164670	ssciences	105822
Counselling (MSc)	POssciences	164670	ssciences	105822
Counselling Children & Young People (MSc)	POssciences	164670	ssciences	105822

Health courses	Option 1	Option 1	Option 2	Option 2
Course name	Secret Word	Org PIN	Secret Word	Org PIN
Dental Nursing (FdSc)	POhealth	164671	health	105823
Health & Social Care (FdSc)	POhealth	164671	health	105823
Midwifery (BSc)	POhealth	164671	health	105823
Nursing (BSc)	POhealth	164671	health	105823
Occupational Therapy (BSc)	POhealth	164671	health	105823
Podiatry (BSc)	POhealth	164671	health	105823
Paramedic Science (FdSc and BSc)	POhealth	164671	health	105823
Return to Practice	POhealth	164671	health	105823
Social Care & Community Practice (BA)	POhealth	164671	health	105823
Social Work (BA & MA)	POhealth	164671	health	105823
Sports Development (BA)	POhealth	164671	health	105823

Summary of actions:





For queries, hints & tips and information on the Update Service, please see the end of the document.

Option 1 - Stage One (Post Office route):

The **DBS application form** must be completed online at <https://gbg.onlinedisclosures.co.uk/>

You will need the login details below to complete the online form.

Click on Register (on right hand side of screen):

Then enter:

- Org Pin (see Page 1)
- Your full name
- Email address
- Confirm email address

You will then be asked to enter the Secret Word – (see Page 1) ensure you use the correct PO codes exactly (using both upper and lower case). Tick to confirm the right Organisation name, create your own password then click on Complete Registration.

Need to Register?

If you have been directed here to self register by your organisation you can do so below.

Register

Notices

The Disclosure & Barring Service (DBS) customer services helpline number has changed to 03000 200 190. All 0300 numbers are charged at standard call rates and are included in tariff bundles including free minutes, for both mobile and landline packages. The new telephone number will run in parallel with the previous 0870 number and GBGroup is making changes to OnlineDisclosures website services, guidance and correspondence to reflect the change. The OnlineDisclosures helpline number remains unchanged

Option 1 - Stage Two (Post Office route)

In order to progress with your application, you must have your identity documents validated at a Crown Post Office.

To find a Crown Post Office near you please go to:

<https://gbg.onlinedisclosures.co.uk/>

and click on Post Office Locations on the right-hand side.

(Please note, there is not a Crown Post Office in Northampton).

The website address for the list of acceptable documents (including routes and groups) is:
<https://www.gov.uk/government/publications/dbs-identity-checking-guidelines/id-checking-guidelines-for-dbs-check-applications-from-3-september-2018#three-routes-of-id-checking>

Option 1 – Stage Three (Post Office route)

The Post Office will verify your documents and inform GBG OnlineDisclosures to submit your DBS.

Option 1 - Stage Four (Post Office route)

Your application can take 1 – 8 weeks to process (in the majority of cases) and you will receive a copy of the disclosure at the same time as the University of Northampton receives notification of the outcome. As we are notified online of the outcome only with no detail, if you receive a disclosure with anything disclosed ie caution/conviction etc, please send the original to Admissions immediately by post or visit the Admissions Office in person (full details in Appendix 3).

End of process for Option 1.

Option 2 - (Admissions route):

Option 2 - Stage One (Admissions route)

The **DBS application form** must be completed online at <https://gbg.onlinedisclosures.co.uk/> It is important to complete it immediately and forward/bring any further supporting documentation to Admissions as required (see Appendix 3).

You will need the login details below to complete the online form.

Click on Register (on right hand side of screen):

Then enter:

- Org Pin (see Page 1)
- Your full name
- Email address
- Confirm email address

You will then be asked to enter the Secret Word – (see Page 1 – ensuring you use the correct codes (for Option 2) and copy the codes exactly - using lower case only). Tick to confirm the right Organisation name, create your own password and click on Complete Registration.

Need to Register?

If you have been directed here to self register by your organisation you can do so below.

[Register](#)

Notices

The Disclosure & Barring Service (DBS) customer services helpline number has changed to 03000 200 190. All 0300 numbers are charged at standard call rates and are included in tariff bundles including free minutes, for both mobile and landline packages. The new telephone number will run in parallel with the previous 0870 number and GBGroup is making changes to OnlineDisclosures website services, guidance and correspondence to reflect the change. The OnlineDisclosures helpline number remains unchanged

Option 2 - Stage Two (Admissions route)

In order to progress with your application, you must have your identity documents validated by an authorised Verifier from the University.

Please note that the GBG OnlineDisclosures website will indicate a verification meeting, you do not need to attend one of these.

All applicants (taking Option 2), where possible, to provide documents meeting the *Route 1* criteria below. Where applicants cannot meet *Route 1* criteria, *Route 2* should be followed. If *Route 2* criteria cannot be met *Route 3* should be followed. Finger prints will be required for applicants unable to satisfy any of the 3 routes below:

Route	ID requirements	Additional requirements
Route 1	1 <i>Group 1</i> document plus 2 further documents from <i>Group 1 or 2a or 2b</i>	1. One document, less than 3 months old, must confirm current address 2. One document must confirm date of birth 3. ID must be provided to confirm name changes eg marriage certificate, decree nisi
Route 2	1 <i>Group 2a</i> document plus 2 further documents from <i>Group 2a or 2b</i>	
Route 3	Birth Certificate (UK & CI) plus 1 <i>Group 2a</i> document plus 3 further <i>Group 2a or 2b</i> documents	

The website address for the list of acceptable documents (including routes and groups) is:

<https://www.gov.uk/government/publications/dbs-identity-checking-guidelines/id-checking-guidelines-for-dbs-check-applications-from-3-september-2018#three-routes-of-id-checking>

We require 3 acceptable documents in total. At least one form of ID must confirm your current address and one must confirm your date of birth. If you have changed your name, you must also provide proof of this via a marriage certificate/deed poll document etc. The original document must be provided.

Original Documents (photocopies and self-printed documents are not acceptable) should be sent to: Admissions, University of Northampton, Newton Building, St George's Avenue, Northampton, NN2 6JB. **Please include details of your name, course and date of birth.**

If submitting by post, please enclose a stamped addressed envelope suitable for returning your original documents. Registered or Recorded post is advisable.

Alternatively, if you wish to bring your documents in to Admissions, they can be photocopied while you wait. Admissions are available to take documents at Waterside Campus on Wednesdays and Newton Building, St George's Avenue on Mondays and Fridays. Full information on opening times and addresses can be found at the end of the document in Appendix 3.

Failure to provide these documents will result in you not being able to take up your placement on the course, which may jeopardise your qualification.

Please send an email to Admissions to confirm you have completed your GBG online application (see Appendix 1 at the end of this document).

Option 2 - Stage Three (Admissions route)

Once all 3 documents are received, Admissions will verify these and submit your form to DBS via GBG OnlineDisclosures. Your documents will then be returned to you (if you send them by post).

Option 2 - Stage Four (Admissions route)

Your application can take 1 – 8 weeks to process (in the majority of cases) and you will receive a copy of the disclosure at the same time as the University of Northampton receives notification of the outcome. As we are notified online of the outcome only with no detail, if you receive a disclosure with anything disclosed ie caution/conviction etc, please send the original to Admissions immediately by post or visit the Admissions Office in person (full details in Appendix 3).

End of process for Option 2.

Useful Information for all applicants:

Any queries?

If you have any queries regarding the online application, please contact GBG OnlineDisclosures first, by telephone on 0845 251 5000 or by email at onlinedisclosures@gbgplc.com or see their Applicant User Guide online.

Alternatively, please telephone Admissions on 0300 303 2772.

Hints and Tips when completing your DBS form online

- When completing your details online at GBG OnlineDisclosures, please ensure you insert all your names, as middle names are often missed out.
- Option 2 only - Please ensure you submit **ORIGINAL** documents (not copies) as necessary, to the Admissions Office, once you have completed your online application.

Passport – please ensure this is a valid passport which is in date. If you provided an out of date passport previously, we will accept a scan and email of your new passport to admissionsconfidential@northampton.ac.uk, please call it 'DBS Documents'.

DBS Update Service

The update service lets employers check the status of an existing DBS certificate, if it is for the same workforce where the same type and level of criminal record check is required and we have your permission.

If you have an Enhanced DBS Certificate and have subscribed to the DBS Update Service, please contact Admissions on 0300 303 2772 to discuss this or email us with full details at admissions2019@northampton.ac.uk

In the event that we are able to use the Update Service on your behalf, we will need to see your original DBS Certificate and one form of ID first. For further details, please see: <https://www.gov.uk/dbs-update-service>

Appendix 1 - relevant for Option 2 only (Admissions route)

IMPORTANT ACTION

Once you have completed your DBS application online send an email to admissions2019@northampton.ac.uk to confirm this. Call your email "DBS application submitted" and include your full name, course & date of birth in the email.

Appendix 2

For Acceptable ID Documents (including routes and groups) see:

<https://www.gov.uk/government/publications/dbs-identity-checking-guidelines/id-checking-guidelines-for-dbs-check-applications-from-3-september-2018#three-routes-of-id-checking>

Appendix 3

Admissions opening times for visitors and [how to find us](#):

Where: Student Information Desk, Learning Hub, Waterside Campus, University Drive, Northampton, NN1 5PH **When:** Wednesdays - 10am to 4pm*

Parking:

1) [Park and Ride](#)

2) [Midsummer Meadow Car Park NN1 5NX or St John's Car Park NN1 1HA](#)

*except Wednesday 31 July when Waterside campus will be closed for systems testing. On this Wednesday only you may come to see us on St George's Avenue, as below.

Where: Admissions, Newton Building, St. Georges Avenue, Northampton, NN2 6JB
(please report to Newton Reception on arrival via the front entrance, to be directed to the Admissions Office)

When: Mondays & Fridays - 10am to 4pm

Parking:

1) Off road parking nearby or

2) Short stay parking. Please use the Staff and Visitor entrance and access the barrier on the right hand side (car park 6 & 7), press the buzzer and state that you are a short stay visitor for the Admissions Office. Turn right and park in the designated short stay parking area outside the café/conservatory. Follow signs to Reception. Please note that you have a **maximum of 30 minutes from arrival to exit**, any longer and you will receive a penalty parking notice.

Updated: 17/04/2019