



Disclosure and Barring Service (DBS) Check

Please read all the notes carefully before proceeding

Crown Post Office route

You must apply online at GBG (Online Disclosures) first and then take your documents to the Crown 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 codes below and follow the instructions. **There is a charge at the Post Office, but the University will pay this for you.**

If you are unable to get to a Crown Post Office, please email admissions2021@northampton.ac.uk

Education Courses

Course	Secret Word	Org PIN
Childhood & Youth (BA)	POsoeducation	164669
Early Childhood Studies (BA)	POsoeducation	164669
PGCE	POsoeducation	164669
Primary Education QTS (BA)	POsoeducation	164669
School Direct	POsoeducation	164669
Special Educational Needs & Inclusion (BA)	POsoeducation	164669

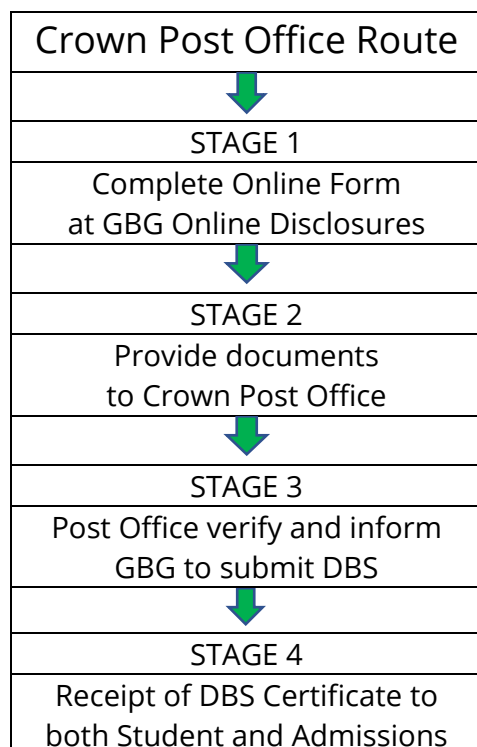
Social Science Courses

Course name	Secret Word	Org PIN
Child & Adolescent Mental Health (MSc)	POsscences	164670
Counselling (MSc)	POsscences	164670
Counselling Children & Young People (MSc)	POsscences	164670
Youth and Community Leadership	POsscences	164670

Health Courses

Course name	Secret Word	Org PIN
Dental Nursing (FdSc)	POhealth	164671
Health & Social Care (FdSc)	POhealth	164671
Midwifery (BSc)	POhealth	164671
Nursing (BSc)/Nursing Associates	POhealth	164671
Occupational Therapy (BSc)	POhealth	164671
Podiatry (BSc)	POhealth	164671
Paramedic Science (FdSc and BSc)	POhealth	164671
Pre- Registration Physiotherapy (MSc)	POhealth	164671
Return to Practice	POhealth	164671
Social Care & Community Practice (BA)	POhealth	164671
Social Work (BA & MA)	POhealth	164671
Sports Development (BA)	POhealth	164671
Sport Rehabilitation and Conditioning (BSc)	POhealth	164671

Summary of actions



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

Stage One

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 above)
- Your full name
- Email address
- Confirm email address

You will then be asked to enter the Secret Word (see Page 1 above); please 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.

OnlineDisclosures
Formerly TMG CRB a GBGroup solution

Sign In

Organisation pin *Don't have this?*

Email address

Password

Sign in

[Forgotten sign in details?](#)

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

Stage Two

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. You must select '**CRB & ID Verification Service**' (not DBS ID Validation Service).

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>

Stage Three

Take your original documents to the Post Office and they verify your documents and inform GBG OnlineDisclosures to submit your DBS.

Stage Four

Your application can take up to eight 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. We are notified online of the outcome only with no detail. If you receive a **disclosure** with a caution or conviction disclosed, please post the original disclosure to Admissions Office, Waterside Campus, University Drive, Northampton NN1 5PH **immediately**.

Useful Information for all applicants

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.

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 admissions2021@northampton.ac.uk

If 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

For Acceptable ID Documents (including routes and groups) see the government website: <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>

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