



BRITISH
TRIATHLON

Online DBS ID Verification Guide



DSB ID Verifier Guide

This guide has been created to support DBS ID verifiers who are responsible for verifying a DBS applicants ID documents.

This guide includes information on;

- ✓ Verification guidance for verifiers
- ✓ Pre verification meeting
- ✓ Accessing the online DBS ID verification page
- ✓ Selecting ID documents & entering the ID document information
- ✓ Confirming the ID documents
- ✓ Verifier declaration and confirmation

Verification guidance for verifiers

- ✓ It is very important to be thorough when verifying an applicants ID documents, If mistakes are found, then this can lead to the application being rejected and cause delays in it being processed.
- ✓ Being vigilant and spotting any potential errors or discrepancies at verification allows the disclosure checking process to run as smoothly as possible.
- ✓ When validating ID documents you must carry the examination out face-to-face. The verifier must be in physical possession of the original documents so they can be checked for indicators of fraud. Photocopies and documents downloaded from the internet are not acceptable.
- ✓ You must not rely on the inspection of the ID documents via a live video link or by checking a faxed or scanned copy of the document.

Verification guidance for verifiers

As a DBS ID verifier you must follow the DBS ID checking guidelines set out [here](#) and;

- ✓ Only accept valid, current and original documentation, do not accept photocopies.
- ✓ Check and validate identity information for the applicant's name, date of birth and address.
- ✓ Ensure that the applicant declares all previous name changes, and provides documentary proof to support the change of name.
- ✓ Ensure the applicant has provided a full and continuous address history covering the last five years.
- ✓ Ensure a document from each of the groups should be included only once in the document count e.g. don't accept two bank statements as two of the required documents, if they are from the same bank. The paper and card parts of a driving licence only count as one document.
- ✓ Not accept the foreign equivalent of an identity document if that document is listed as '(UK)' on the list of valid identity documents.
- ✓ **IMPORTANT NOTE: A DBS ID Verifier CANNOT verify their own DBS application. Verifying your own application will result in the cancellation of your DBS check.**

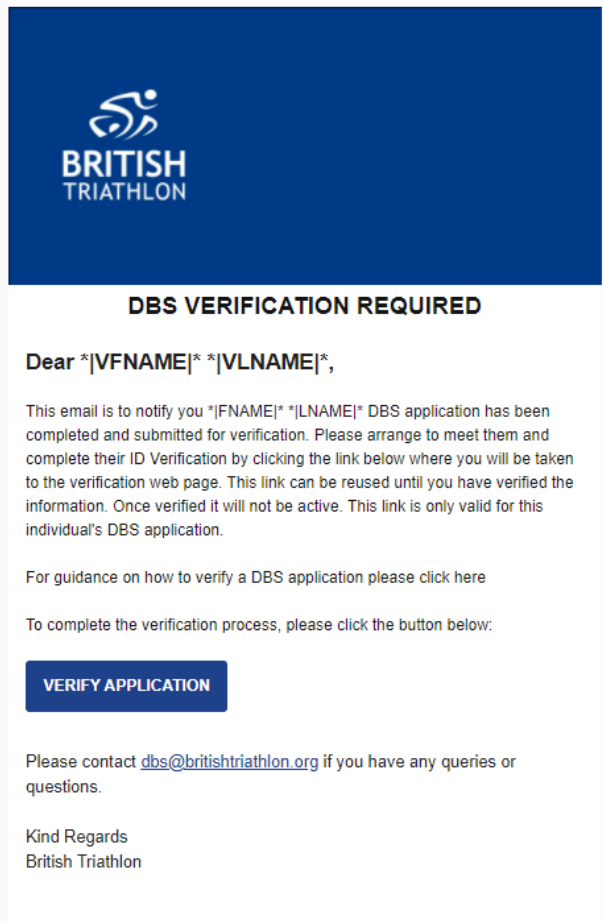
Pre verification meeting

Before starting the DBS verification make sure;

- ✓ You have agreed a time and place to meet the applicant, remember this needs to be a face to face meeting and not via the internet.
- ✓ Make sure you have a device which is connected to the internet and you can access your emails on it.
- ✓ The applicant remembers to bring their secret word so that you can access their application details and complete the verification.
- ✓ The applicant brings with them three forms accepted ID documents. For more information on the required ID documents please click [here](#).

Accessing the online DBS ID verification page

- ✓ After the applicant has completed their online DBS application and submitted it for verification the verifier will receive an email with a link to complete the online ID verification. This email will be titled '*DBS Application for FIRST NAME / LAST NAME ready to verify*'.
- ✓ Open the '*DBS Application for FIRST NAME / LAST NAME ready to verify*' email and click on the blue button titled 'VERIFY APPLICATION'



Accessing the online DBS ID verification page

- ✓ After clicking the 'VERIFY APPLICATION' button a web page will appear asking the verifier to input the applicants secret word. Please note the Secret Word input box is case sensitive and will only accept letters.
- ✓ Enter the applicants Secret Word and press Enter.
- ✓ If the applicant does not know their secret word please contact dbs@britishtriathlon.org

DBS ID VERIFICATION

Please enter the applicants secret word to proceed to the ID verification page. If you do not have the secret word please contact dbs@britishtriathlon.org.

? Secret Word

Selecting ID documents & entering the ID document information

- ✓ After the verifier has entered the applicants Secret Word and pressed Enter you will take to a page containing the applicants DBS application details.
- ✓ Check all the application details are correct with the applicant then scroll down to the applicant ID verification section.

APPLICANT DETAILS	
PERSONAL DETAIL	
Applicant First Name	Joe
Applicant Middle Name	David
Applicant Last Name	Bloggs
Applicant DOB	22-07-1978
ADDRESS DETAIL	
Applicant Address 1	Michael Pearson East
Applicant Address 2	1 Oakwood Drive
Applicant Address Town/City	LOUGHBOROUGH

Selecting ID documents & entering the ID document information

- ✓ The applicant must provide 3 types of ID documentation.
- ✓ At least one document must be from the primary identity document list and a further 2 from either primary identity document list or the further identify documents list which will appear after at least one primary document is selected.

APPLICANT ID VERIFICATION

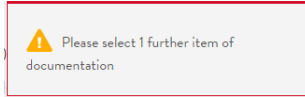
Please select the ID documents the applicant has provided to confirm their identity.

Group 1: Primary identity documents *

- Passport
- Driving licence (UK) photocard - full or provisional
- Birth certificate (UK and Channel Islands) - issued within 12 months of birth
- Biometric residence permit (UK)
- Adoption certificate (UK and Channel Islands)

Selecting ID documents & entering the ID document information

- ✓ Select the ID documents the applicant has provided.
- ✓ Once all the required ID documents have been selected a box will appear with a green tick.
- ✓ If the required ID documents have not been selected a box appears informing you.



- ✓ Once all the required ID documents have been selected enter the details requested for each ID document.
- ✓ Make sure to enter the ID document details exactly as evidenced on the ID and check for accuracy.
- ✓ Once all the ID document details have been entered scroll to the bottom of the page and press submit.

Card carrying the pass logo (UK, Isle of Man, and Channel Islands)

Irish passport card

SUBMIT

APPLICANT ID VERIFICATION

Please select the ID documents the applicant has provided to confirm their identity.

Group 1: Primary identity documents *

Passport

Passport Number *

Passport DOB*

Passport Date of Issue*

Passport Nationality*

Driving licence (UK) photocard - full or provisional

Driving Licence Number: *

Driving Licence DOB*

Driving Licence Valid From Date*

Biometric residence permit (UK)

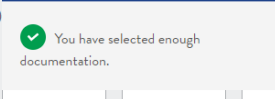
Adoption certificate (UK and Channel Islands)

Please select the further documents the applicant has provided to confirm their identity.

Further identify documents *

Birth Certificate (UK, Isle of Man, and Channel Islands)

Birth Certificate DOB*



Selecting ID documents & entering the ID document information

✓ If there are any errors on the verification form you will not be taken to the confirmation page. You will be presented with form error message at the top of the verification page.

✓ Find the error on the form, correct it and press submit again

Please select the further documents the applicant has provided to confirm their identity.

Further identify documents *

Driving Licence (Non UK) Photocard - full or Provisional

Driving Licence (UK) Paper version - full or provisional, paper version if issued before 1998

Birth Certificate (UK, Isle of Man, and Channel Islands) - issued 12 months after birth

Birth Certificate DOB*

22 ✓	07 ✓	1978 ✓
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Birth Certificate date of issue*

22 ✓	08 ✓	197 ✗
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The input value was not a correct number

! Form Error. Please check the details you entered below.

APPLICANT DETAILS

PERSONAL DETAIL

Applicant First Name	Joe
Applicant Middle Name	David
Applicant Last Name	Bloggs
Applicant DOB	22-07-1978

Confirming the ID documents

- ✓ On the confirmation page a summary of the verified ID and the specific document details will be shown.
- ✓ Check the document details again to ensure that the information for each has been entered correctly.
- ✓ Use the back to verification form button at the top of the page if you notice any mistakes or incorrect details.

[<< Back to verification form](#)

ID DOCUMENT CONFIRMATION

PASSPORT

Passport Number: 312323123
Date of Issue: 12-07-2017
Date of Birth: 22-07-1978
Nationality: United Kingdom

BIRTH CERTIFICATE (UK, ISLE OF MAN, AND CHANNEL ISLANDS)

Date of Birth: 22-07-1978
Date of Issue: 22-09-1979

MARRIAGE/CIVIL PARTNERSHIP CERTIFICATE UK AND CHANNEL ISLANDS

Date of Issue: 04-05-2021

Verifier declaration and confirmation

- ✓ After checking the verified ID and the specific document details the verifier must complete their declaration by reading confirming the four points listed and then pressing submit.

VERIFIER DECLARATION

Please read and confirm the following:

- At least one of the documents selected contains the applicants current address *
- At least one of the documents selected contains the applicants date of birth *
- Documentary evidence was provided for the applicants name and any name changes where available *

VERIFIER CONFIRMATION

I confirm that the requisite documentation and information has been supplied and checked in accordance with the DBS guidance. I declare that the information I have provided in support of the application is complete and true and understand that knowingly to make a false statement for the this purpose may be a criminal offence. I certify that, where requested and application for a DBS check is required for the purpose of asking an exempted question under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975; or for a prescribed purpose as defined in the Police Act 1997 (Criminal Records) Regulations 2002.

- Declaration by verifier on 06 Jan 2022 *

Verifier declaration and confirmation

- ✓ One final page will appear informing the verifier the verification has been successful and is now complete and the application can be closed.

DBS ID VERIFICATION COMPLETE

The application has been successfully verified and submitted.

Please contact dbs@britishtriathlon.org if you have any queries or questions.

CLOSE APPLICATION

- ✓ After the application has been verified the applicant will receive an email to notify them their DBS verification is complete and their DBS application has been submitted for processing. Once the application has been processed the applicant will receive their DBS certificate in the post and a completed email from British Triathlon.

If you are still unsure about what to do

- ✓ Please contact dbs@britishtriathlon.org

