**How to obtain a DBS (CRB) on-line**

If you need to apply for or renew your old CRB form, now called a DBS (Disclosure Barring Service) this is now down via the new Baptist Union DBS checking provider **Due Diligence Checker**.

Whoever has suggested you need to get a DBS (in most cases the Children or Youth worker) will initiate the online process. They will log into the Due Diligence Checker website and register your details, which then automatically emails you with a link to completing the form online. It is very straight forward and will lead you through the process. You will still need to produce documents for the verifier to check, but it is all explained step by step.

More detail about how the process works is given below. Step 2 and Step 3 are for the applicants, the other steps are completed by the Church verifier.

**The process**

The process will normally follow the five steps as outlined below.

**Step 1: Request the application**. To start the process off the Church Verifier (normally the Children or Youth worker) will need the basic contact details of the applicant (name/email address/telephone number) which they then enter onto the simple online request form. The verifier will then choose from a list of job roles pre-loaded to the system which will decide the type/level of check to use. Pressing ‘submit’ will send the email to the applicant to start the process.

**Step 2: Applicant completes the form**. The applicant will receive an email from DDC, with log-in details to their online form. Form information will be completed and the applicant will need to nominate the documents they want to use, that meets the DBS requirements for checking identity.

**Step 3: Check the applicants identity documents**. The applicant will produce their original ID documents to the named Church Verifier, (the Children or Youth worker) who can log-in to verify them. This is an easy process as the online system asks a series of multiple choice questions to make sure all the information has been entered correctly. There is plenty of guidance on screen on how to check an ID document so verifiers feel supported all the way through.

**Step 4: Submit**. Press submit:- it’s that easy! Once all the documents have been checked a submit button will appear which allows the Church verifier to send all the information securely through to DDC. They will do the rest of the work to send it to the DBS, and will track it to ensure they return it as soon as possible.

**Step 5: Wait for the confirmation email.** DDC will email the Church verifier once the process is finished, to let them know that the Certificate has been issued and that it is on its way to the applicant.

If you need further clarification or need help please contact Helen Yarrow on 07898 253854 or helenyarrow@hotmail.com.