

The Process:

Online DBS Application

Step 1

The company notifies Personnel Checks of the applicants/employee's name and job title requiring a check.

Step 2

Personnel Checks email the applicant with their username and password so they can log into the secure website to submit their application form.

Step 3

Applicant completes online form.

The ID Verifier from the company logs into the secure website and confirms which of the applicants' ID documents they have seen and verified.

Step 4

Personnel Checks send the completed application form to be processed at the DBS.

Step 5

The DBS issue a copy of the completed certificate to applicant/employee's home address.

Personnel Checks email the customer to inform them that the check is complete.

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