

Pathfinders Camp DBS Disclosure Request

Introduction

There are three stages to making a request for a DBS Disclosure check for Pathfinders Camp:

1. Presenting documents to prove your identity
2. Applying online for a check
3. Subscribing to the DBS Update Service

A – Present Documents

Identity verification

In line with the DBS code of practice all applicants requiring a DBS check must have proof of their identity. To do that you will need to gather together some documents and have your identity checked in line with one of three routes.

What route to follow

Route 1: Three documents must be seen. One must be from Group 1 and two more can be from Groups 1, 2a or 2b. Please contact us as soon as you can if you believe that you are unable to use this route.

Route 2: Three documents must be seen. One document must be from Group 2a and two more documents from Group 2a or 2b. Special arrangements have been introduced for external ID validation if route 2 is to be used.

Route 3: Can only be used if Routes 1 and 2 have failed. Please email jane.pyzniuk@btinternet.com if that occurs.

At least one document must show your current address and at least one document must show your date of birth.

What documents to gather

Group 1 ~ Primary trusted identity credentials

- Current valid **Passport** (any nationality)
- Biometric **Residence Permit** (UK)
- Current **Driving Licence** (UK/Isle of Man/Channel Islands)~ Full or Provisional
 - Photo card only valid if presented with paper counterpart (except Jersey)
- Original **Birth Certificate** (issued within 12 months of date of birth)
 - Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces. N.B. Photocopies not acceptable.

Group 2a ~ Trusted Government/State Issued Documents

- Current UK **Driving Licence** (old style paper version)
- Current Non-UK Photo **Driving Licence** (valid only for applicants residing outside the UK at time of application)
- **Birth Certificate** (UK & Channel Islands) (issued after the time of birth by the General Register Office/relevant authority)
 - N.B. Photocopies not acceptable.
- **Marriage/Civil Partnership Certificate** (UK & Channel Islands)
- **Adoption Certificate** (UK & Channel Islands)
- **Firearms Licence** (UK & Channel Islands)
- **HM Forces ID Card** (UK)

Group 2b ~ Financial/Social History Documents

Issued whenever	<ul style="list-style-type: none"> • Bank/Building Society Account Opening Confirmation Letter (UK) • EU National ID card • Cards carrying the PASS accreditation logo (UK & Channel Islands) • Letter from Head Teacher or College Principal (16/17 year olds in full time education – only use if there is no alternative document available)
Issued within last 3 months	<ul style="list-style-type: none"> • Bank or building society statement (UK or EEA) • Utility bill (UK) (NOT mobile telephone) • Benefit Statement e.g. Child Allowance, Pension • Credit Card Statement (UK or EEA) • A document from Central/Local Government/Local Authority giving entitlement (UK & Channel Islands) – e.g. from Department of Work & Pensions, the Employment Service, Customs & Revenue, Job Centre, Job Centre Plus, Social Security
Issued within last 12 months	<ul style="list-style-type: none"> • Mortgage statement (UK or EEA) • Financial statement (e.g. pension, endowment, ISA) (UK) • P45/P60 statement (UK & Channel Islands) • Council Tax statement (UK & Channel Islands) • Work permit / visa (UK) (UK Residence Permit)

Taking Copies

When you present your documents you will need to show the originals and good quality photocopies, prints or scans as well.

Confirming Identity

There are two ways to confirm your identity to Pathfinders Camp: by presenting your documents and photocopies in person to a member of the leadership team, or by making use of the Post Office® Identity Document Checking Service.

A list of members of the leadership team can be found on our website: **<http://www.pathfinderscamp.com>** Pathfinders Camp is a national organisation and so it may be that you live close enough to one of the team for this to be possible.

The alternative is to use the Post Office® but this is a service for which you will have to pay. The current fee is £12.75p. Once done you will need to **send (or scan and email) the validated copies to Jane Pyzniuk**, whose address appears on the back page of this document. Please note that due to changes in regulations, the Post Office® is no longer able to verify copies of Birth and Marriage Certificates, thus your proofs of identity need to be based on other documents within the same categories.

Pathfinders Camp can reimburse you for the costs charged by the Post Office®. Please keep your receipt if you would like to claim the cost back.

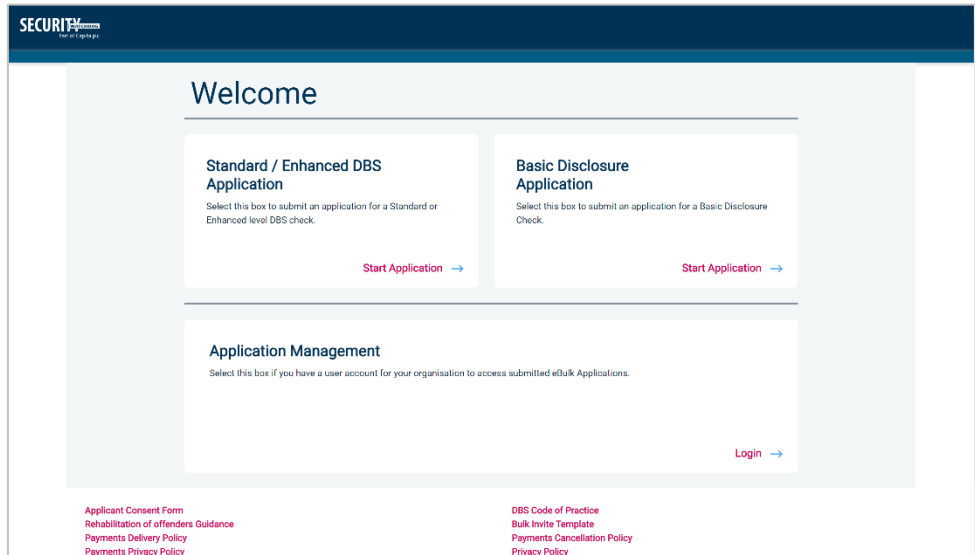
B – Apply Online

Logging onto the system

Please enter the following address in the browser:

<https://disclosure.capitarvs.co.uk/cheqs/rblogin.do>

Mistakes on the application form will cause delays in processing and could possibly affect you joining us at camp.



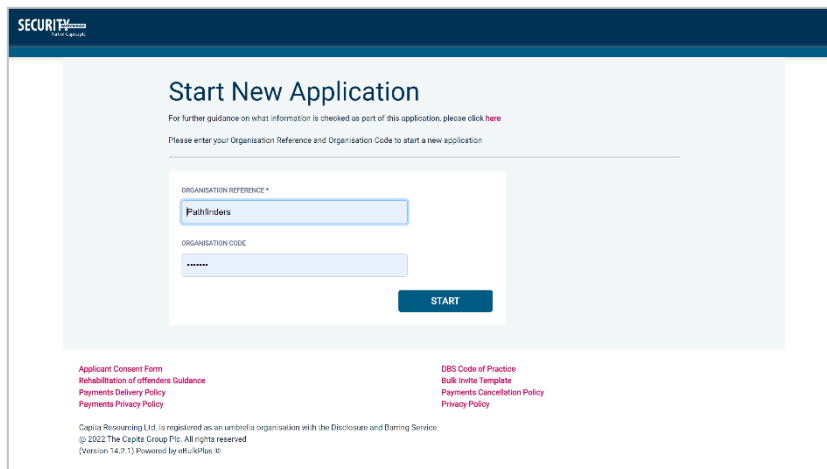
Please click on “**Start Application** »” in the box “**Standard/Enhanced (DBS) Application**”.

Organisation Reference

Enter this as “Pathfinders”.

Organisation Code

Enter the password in the email sent to you.



Once you have completed this section click “Enter”.

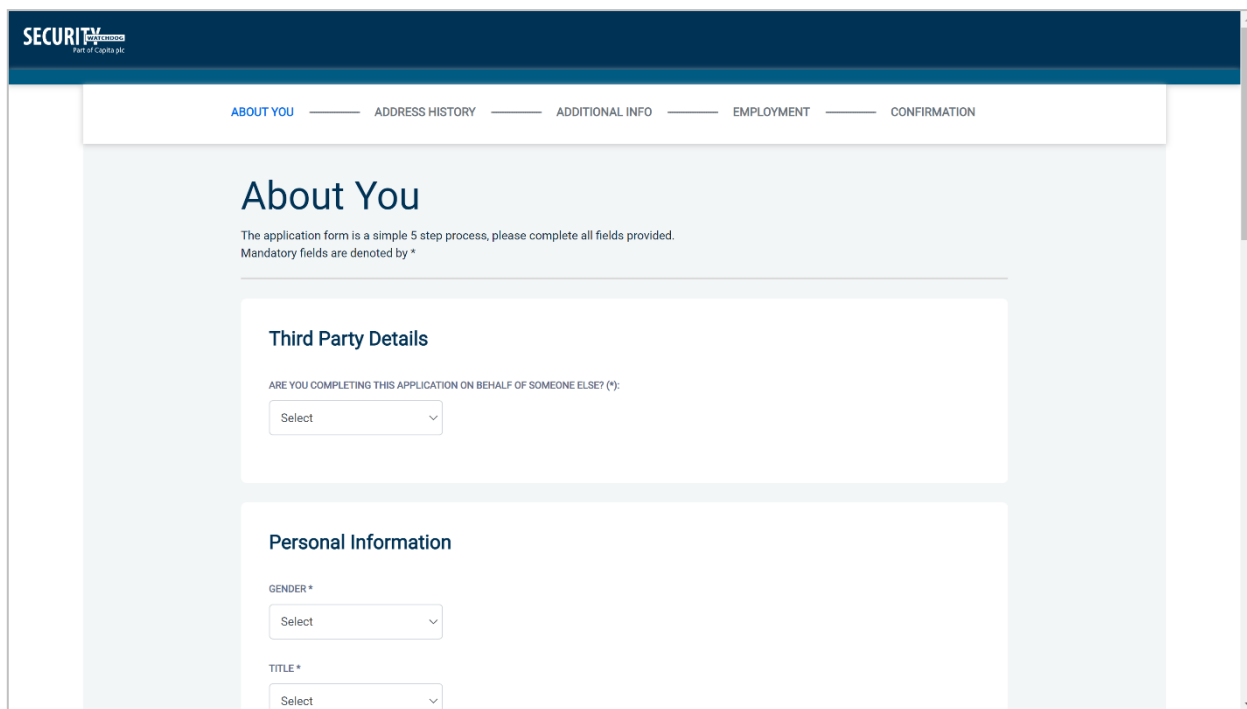
On the page entitled “Security Watchdog Statement of Fair Processing” tick the box “I have read and understand this statement (tick to confirm)” and then click “Next”.

On the next page tick the box "I have read and understand this statement (tick to confirm)" and then click "Next".

The application form is a simple 5 step process. Please complete as fully as possible. Mandatory fields are denoted by (*).

Section 1 – About You

Please enter your personal details. If you have any middle names you must ensure that these are entered.



The screenshot shows the 'About You' section of the Security Personnel application form. The page has a dark blue header with the 'SECURITY PERSONNEL' logo and 'Part of Capita plc'. Below the header is a navigation bar with five tabs: 'ABOUT YOU' (selected), 'ADDRESS HISTORY', 'ADDITIONAL INFO', 'EMPLOYMENT', and 'CONFIRMATION'. The main content area is titled 'About You' and includes a sub-header 'Third Party Details' with a dropdown menu for 'ARE YOU COMPLETING THIS APPLICATION ON BEHALF OF SOMEONE ELSE? (*)'. Below this is the 'Personal Information' section, which includes dropdown menus for 'GENDER *' and 'TITLE *'. The form is designed with a clean, professional layout and uses blue and white colors.

Once you have completed this section click "Next".

Section 2 – Address History

Please enter your current address. If you haven't lived at this property for more than five years, you will be taken to another screen. Here you will be required to add any additional addresses to ensure your address history goes back the required five years. **Please note if you do not provide a minimum of five years address history, you will not be able to proceed to the next stage of the application process.**

Address Dates

There cannot be any gaps/overlaps in your address history. Please make sure that the month and year of each address follows that of the previous address. Once an address has been entered, you can edit any information by clicking on the "Edit" button.

Postcode

Please ensure that all UK addresses have a full postcode, if you can't remember your postcode; please use the Royal Mail UK Postcode Finder.

Foreign Addresses/Travelling Overseas

If you cannot supply the address for a foreign country then please enter 'No fixed abode' for Address Line 1. Please then enter the Town/City and Country of where you were residing within this period.

SECURITYVitals
Part of Capita plc

ABOUT YOU — ADDRESS HISTORY — ADDITIONAL INFO — EMPLOYMENT — CONFIRMATION

Address History

Please enter your current address
Mandatory fields are denoted by *

ⓘ There cannot be any gaps in your address history; however overlaps are permitted. If you are a student and switch between your permanent home residence and term-time educational residence, first enter your permanent home residence dates to cover your entire educational period. Educational establishment residences can then be entered with the dates that you were purely residing at these addresses during term times. If you have two current addresses, please ensure the address where you wish to receive your DBS certificate is stated as your current address. Your second current address can then be entered as a previous address but with overlapping dates.

Current Address

ADDRESS LINE 1 * ⓘ

ADDRESS LINE 2

TOWN *

Once you have completed this section and confirmed that you have lived at no other addresses in the last five years you will be able to click "Next".

Section 3 – Additional Info

Place of Birth

Please enter details for your place and country of birth.

Changed Surname

If you have changed your surname, please provide your birth surname and the year you changed it.

Other Names

Please provide details of any other names used at any time during your lifetime and the dates during which the names were used. Please enter each forename, middle name(s) and surname separately using the "Add Name" button below.

Failure to supply any additional information may cause your application to be delayed and could possibly affect you joining us at camp.

SECURITY ASSURANCE
Group of Companies PLC

ABOUT YOU — ADDRESS HISTORY — **ADDITIONAL INFO** — EMPLOYMENT — CONFIRMATION

Additional Information

Please complete the following additional information
Mandatory fields are denoted by *

Place of Birth

TOWN*

COUNTRY

COUNTRY*

NATIONALITY AT BIRTH*

Once you have completed this section click "Next".

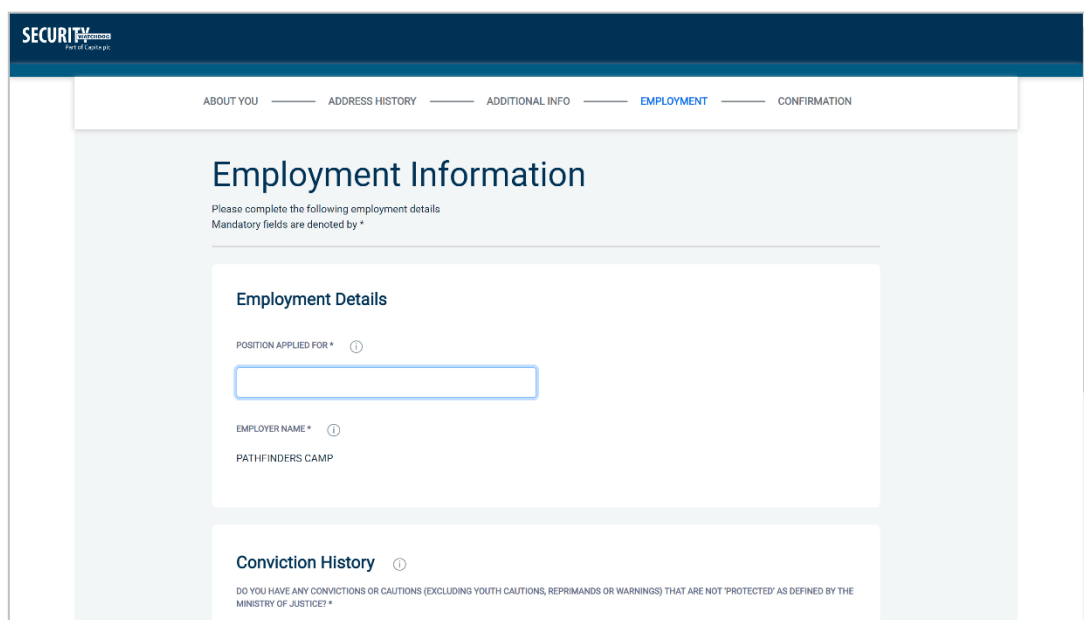
Section 4 – Employment Details

Position Applied For

Enter this as “Volunteer Personal Assistant”.

Employer Name

This has been defaulted to the organisation you are applying through and should not be amended.



The screenshot shows a web form titled "SECURITY" with a navigation menu: ABOUT YOU, ADDRESS HISTORY, ADDITIONAL INFO, EMPLOYMENT (highlighted), and CONFIRMATION. The main heading is "Employment Information" with a sub-heading "Please complete the following employment details" and a note "Mandatory fields are denoted by *". The form is divided into two sections: "Employment Details" and "Conviction History".

Employment Details

POSITION APPLIED FOR *

EMPLOYER NAME *

PATHFINDERS CAMP

Conviction History

DO YOU HAVE ANY CONVICTIONS OR CAUTIONS (EXCLUDING YOUTH CAUTIONS, REPRIMANDS OR WARNINGS) THAT ARE NOT 'PROTECTED' AS DEFINED BY THE MINISTRY OF JUSTICE? *

Conviction History

If you have never committed a criminal offence, then please select “no”.

If you have an ‘unspent’ conviction, then please select “yes”. An ‘unspent’ conviction is any conviction that is still held on your criminal record.

For exceptions to this legislation or for more information please refer to Rehabilitation of Offenders Act 1974 at:

<http://www.justice.gov.uk/guidance/docs/rehabilitation-offenders.pdf>

Once you have completed this section click “Next”.

Section 5 – Confirmation and Consent

Please now check your application to ensure that there are no omissions/errors before you submit your application. If you wish to edit a section of your application, click on “Edit” next to the section of the form that requires any amendments.

At the end of the application please make sure that you complete the Applicant Consent section.

By completing the form you will be consenting to the transfer of your information to the Disclosure and Barring Service for the purpose of a Disclosure Application.

You will be required to confirm that the information that you have provided in support of the application is complete and true and understand that knowingly to make a false statement for this purpose is a criminal offence.

Please tick the box on the application as shown to indicate your consent.

Finally click "Complete".

You have now completed your application form and you will be given a reference number. Please make a note of this number for reference purposes, as Pathfinders Camp may ask you for it. If you entered an email address onto your application form you will receive a confirmation email containing these details.

Your application will now be processed by Pathfinders Camp and then sent onto the DBS.

C – Subscribing to the Update Service

What the DBS Update Service provides

The DBS provides a service to individuals and to organisations enabling them to receive updates if ever the situation changes for a volunteer or employee. In effect, this keeps your disclosure up to date. This is useful to Pathfinders as this means we can recheck your details without the need for a further check when you return for future camps with us. Volunteers can apply to the Update service free of charge and it will cost Pathfinders nothing to recheck your details annually. It will also be useful to you as you will be able to share this disclosure with future employers, so if you apply to work with another organisation, you won't have to wait for another DBS check to be done.

Application Reference Email

You'll get an email from "ebulkadmin@capita.co.uk" with a line reading: "Your reference is: **NNNAAAANNNNN**."

That is your reference number with Capita and that's useful but not vital in this process.

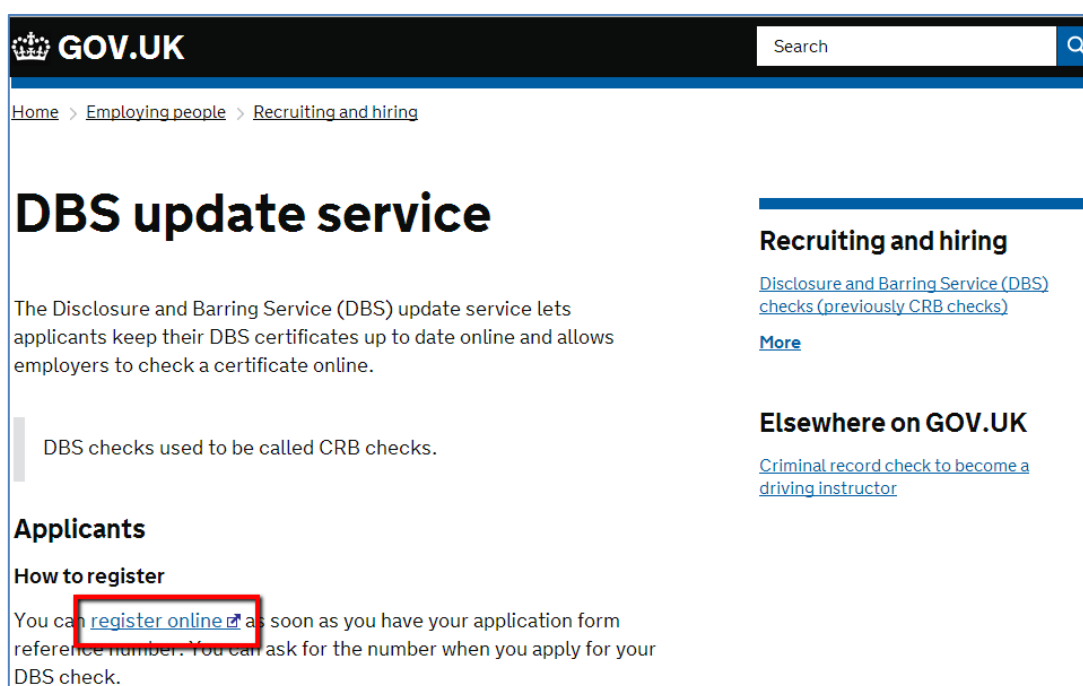
Application Sent to DBS Email

You'll then get an email later again from "ebulkadmin@capita.co.uk" with a line reading: "The DBS have received your application electronically and your application form reference is: **ANNNNNNNNNN**."

It is this number reference you need in the next step.


Subscribing to the service

1. Go to www.gov.uk/dbs-update-service:




The screenshot shows the GOV.UK website page for the DBS update service. The page title is "DBS update service". The main content area contains the following text: "The Disclosure and Barring Service (DBS) update service lets applicants keep their DBS certificates up to date online and allows employers to check a certificate online." Below this, there is a note: "DBS checks used to be called CRB checks." The page also features a "Recruiting and hiring" sidebar with a link to "Disclosure and Barring Service (DBS) checks (previously CRB checks)" and a "More" link. Under the "Elsewhere on GOV.UK" section, there is a link to "Criminal record check to become a driving instructor". At the bottom of the page, under the "Applicants" section, there is a "How to register" sub-section with the text: "You can [register online](#) as soon as you have your application form reference number. You can ask for the number when you apply for your DBS check." The link "register online" is highlighted with a red box.

2. Click on "register online":



The Update Service



Would you like to subscribe to the Update Service? This service reduces the need to apply for multiple Certificates when you move from one job to another in the same workforce or when a recheck is required.

Organisations can carry out a quick online Status check to see if an Individual's Certificate is still up to date – saving you both time and money.

By subscribing to this service you will be able to:

- Add/Remove pas Applications/Certificates.
- View the organisations who have checked the status of your Certificate(s).
- Amend your contact and payment details.

Subscribe

All fields must be completed unless stated as optional

Surname

Gender

Date of birth

DD/MM/YYYY

Email address

Confirm email address

Why do you need my email address?

Mobile phone number (optional)

Application reference

What's this? [Use my Certificate number instead](#)

Does the above Application/Certificate relate to a voluntary position?

The pas defines a volunteer as:
A person engaged in an activity which involves spending time, unpaid (except for travel and other approved out-of-pocket expenses), doing something which aims to benefit some third party other than, or in addition to, a close relative.


For guidance on what qualifies as a voluntary position see [here](#).

or

[Y Fersiwn Cymraeg](#) | [About the Update Service](#) | [Terms and Conditions](#)

3. Fill in the form using data you got in the second email for the field "Application reference".

4. You'll then get:

 Disclosure & Barring Service

Your subscription has been confirmed [Print this page](#)

Thank you. Your request to join the Update Service has been accepted. Your subscription will be confirmed via email when your Certificate is issued. We will contact you using the email address you have provided in your subscription request.

Please print or make a note of this reference now as it will not be provided again.

Update Service ID [REDACTED]

Important: This ID and your Date of Birth are required to access your account. You should protect this information.

Your subscription will last for 12 months from the issue date displayed on your Certificate.
You can now manage your account online which includes:

- Add/Remove DBS Applications/Certificates.
- View the organisations who checked the status of your Certificate(s).
- Amend your contact and payment details.

Don't forget you can track the progress of your Application at [online tracking](#)

5. Please keep your "Update Service ID" reference number somewhere safe for future reference. You will need this in order to maintain your subscription to the update service. Renewing your subscription as a volunteer will not cost you anything.

6. Please send an email to jane.pyzniuk@btinternet.com with a line that says "I give consent for you to download my disclosure results" and to confirm that you have subscribed to the Update Service.

7. Please note that there is a 30 days limit on applying to the Update service from the time your certificate gets printed.

8. Finally, please either scan and send a copy of your new DBS Certificate by email to jane.pyzniuk@btinternet.com or photocopy and send to:

Jane Pyzniuk
7 Woodlea Chase
Bull Hill
DARWEN
Lancashire
BB3 2TP