



step check

5

Securing your DBS check in 5 steps...

Depending on what course you have enrolled on to, you may need an up-to-date DBS check. You can confirm this directly with your lecturer but if you do need a DBS check, simply follow the steps below to secure it ahead of your start date.

1

First, you need to get a unique user ID number from your Vocational Course Co-ordinator, Paolynn Hermida (paolynn.hermida@ccsw.ac.uk) during enrolment or the first few days of your course.



You can't start the process without doing this.

2



Visit www.onlinecrbcheck.co.uk and select 'Log in'

Scroll to 'Create New Application', enter your ID number and create a password.

The password you create will be used to track your application progress so make sure you don't forget it!



You'll also need to use the same name throughout the process.

3

You'll be asked to enter information from three types of ID;



Two can be either your passport, birth certificate, National Insurance Number, driving licence and child tax credit.

The third type of ID can be any official document such as bank statement, utility bill or hospital/doctor's letter.

All types of ID provided need to be up-to-date (not expired) and the original copy (not photocopies).

Please note that your full name, address, and date of birth need to be visible on at least one of the documents you provide.



Cheshire College
South & West

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Complete the final page, save and exit the website. The college will make payment when the appropriate ID evidence is sent.



You'll also need to use the same name throughout the process.

5

VERY IMPORTANT

Once you have completed your application, your IDs will need to be verified in person.



You need to bring the original IDs that you have used in Step 3 and show them to **Paolynn Hermida (Office – Rm 125)**. Your application will not be processed until this step is completed.



Until you have done this, your DBS application will not proceed and if you do not do this within a 90 day period from the date of your application, it will expire and you will have to re-apply and pay.



Once your application is complete, submitted and paid for, you'll receive your DBS certificate within 1–4 weeks. If your certificate doesn't arrive after this period, please get in touch with the DBS company directly.



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