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| DBS disclosures are completed online. The link to the website is <https://disclosure.capitarvs.co.uk/cheqs> Make sure you type / or copy the whole website link. **Choose Enhanced DBS Application** |
| The first page will ask you for the organisation reference and the password. These have both been set up by the college as follows: |
| Organisation Reference - **FARNBOROUGHSTUDENTS**  | Ensure that you use **CAPITALS**  |
| Organisation Code - **student1** | The password must all be in lower case  |
| **Security Watchdog Statement of Fair Processing:**You will need to read this section carefully and then tick the box at the bottom to show you that have read and understand the statement. **Click next**  |
| **To complete and request a DBS you must have one of the following:*** \* Current valid Passport
* \* Biometric Residence Permit (UK)
* \* Current Driving Licence (UK, Isle of Man/Channel Islands/EU) (full or provisional)
* \* Birth Certificate (UK & Channel Islands) - Issued within 12 months of your date of birth
* \* Adoption Certificate (UK & Channel Islands)
* **Please bring these documents on your first day of college**
* **Click next**
 |
| This is another information page. Please read and tick the box to confirm that you have read and understand.**Click next**  |
| At the top of this section it will ask you if you are completing the form for yourself or if someone else is completing it.**About you page:**You will be asked for your gender – Male or Female – there is a box to select the correct option. **Title:**Miss (single)Mrs (married)Mr (all men)  |
| **Forename:** This is your first name (this should be the name as shown on your birth certificate or passport.) Do not use nick names or shortened versions. |
| **Middle name:** If you have a middle name enter this here**Surname:** This is your last name **Date of birth:** The date you were born  |
| **NI number:** Your national insurance numberThis will have been sent to you around your 16th birthday. Ensure you have a copy of this number to complete this form.  |
| **Contact details:**You will be asked if you want to be contacted in English or Welsh. You will need to include your contact telephone number and email address. **Click next** (If you have not completed a box, you will not be able to continue).  |
| **Address history:**You will need to complete your address. This should include - Door number, road, town, county, country and post code. You will also need to include the month and year that you have moved into this house. Once you have clicked the **next** button, it will take you to a screen asking for addresses for the last five years. You must add all addresses where you have lived for the last five years. When the addresses add up to five years a **next** box will appear, and you can continue to the next page. **You will need to provide 2 proofs of your address – please bring this on your first day at college.** |
| **Place of birth:**  Where were you born This information can be found on your birth certificate. You will be required to type in the town, county and country you were born in.  |
| You will be asked for your nationality at birth. There is a drop-down section to find the relevant one for you. It will then ask if you have changed your surname since birth. This could have changed due to an adoption, marriage or if your name has been changed by deed poll.  |
| **Employment details** | Position applied for -Type in **Student Placement**  |
| **Conviction history -** You MUST be honestDo you have any convictions, cautions, reprimands or final warnings which would not be filtered in line with current guidance? |
| There is a drop-down box for “Yes you do have a conviction, caution or final warning” If you do not have any convictions, select “No, I do not”.  |
| **Final page** You will need to check through the evidence you are going to submit and tick the boxes as required to show you have completed all parts correctly.  |
| **Then press the complete button.** You will be given a reference code. This code will allow you to check the progress of the DBS in the system. After completing the DBS application online, you will be required to pay for the DBS via the college online payment system.  |

**You will need to bring 3 pieces of ID into the college on your first day so we can verify you and your current address.**

**ID:** (you must have at least 1 from this list)

* Passport- must be in date
* Birth certificate – issued at birth
* Current driving license – full or provisional (can be used for proof of address also)

**Address:**

* Bank or Building Society statement (issued in last 3 months)
* Bank or building society account opening confirmation letter (issued in last 3 months)
* Cards with the PASS accreditation logo (must be still valid)
* Benefits statement, child benefit, pension (issued in last 3 months) **Showing the student’s full name within the statement.**

**When you receive your DBS certificate it is important that you keep it in a safe place. DBS do not provide additional copies. If a certificate is lost, you will need to reapply and pay again.**