



Swim England Guidance for Online Disclosure Applicants



Guidance for Online Disclosures Applicants

You have been asked to complete an online DBS check by your club/swim school.

Your club/swim school will first need your email address to send you an activation email to allow you to access your application.

You will then receive an activation email from Online Disclosures, which may go in your junk/spam mail.

Activation Email contain:

- **The Organisation PIN** - This is specific to your organisation (club/swim school)
- **Confirmation of Email Address** - To be used as your username when logging into your application
- **Link to Activation Page** - Required to activate your application

Follow these steps:

1. Click the link within the email
2. Create a memorable password (case sensitive)
3. Confirm the password by entering it again
4. Click '**Save Password**'

What will I need to complete the application?

To make completing the application form as quick as possible, have the following information (where applicable) to hand:

- Dates of any name changes (mm/yyyy)
- Mother's Maiden Name
- Full 5 year address history including dates (mm/yyyy)
- National Insurance Number
- Passport
- Driving Licence
- National Identity Card

In order to confirm your personal details you are required by the Disclosure and Barring Service (DBS) to supply a minimum of 3 identity documents.

To see the full list of ID documents accepted for verification please go to:

<https://www.gov.uk/disclosure-barring-service-check>

First read the **Statement of Fair Processing** and click **Accept** at the bottom of the page, then proceed to complete the application.

Completing Your Application

Please complete all fields requested.

Current Name & Name History

When completing your name do not use abbreviated names, such as Tim instead of Thomas, or Debbie instead of Deborah. Please provide your given name.

Ensure you enter each word in separate box, providing all middle names in each middle name box. Applications will be rejected back if not completed correctly

Gender

A confidential checking process exists for transgender applicants who do not wish to reveal details of their previous identity to the person who asked them to complete an application for a disclosure. Please contact the Sensitive Team on Sensitive@pbs.qsi.gov.uk

☒ Male ☐ Female

Title

MR



Forename

William

Surname

Smith

Do you have a middle name?

☒ Yes ☐ No

Please enter your middle names

Enter each middle name you have in a separate text box. A maximum of 3 middle names should be supplied

John

If you have any previous names, please include these, providing only surname or forename that is different, and select the name type, and the year period this was used.

Have you been known by any other names?

This could be a change of first or last name

☒ Yes ☐ No

Please add any names you have previously been known as below

If adding previous forename(s), all names must be included e.g. if name changed from John David Smith to Mark David Smith, you must add John David as a previous forename. If you need to amend a previous name please press remove and re-add it.

Previous name

Jones

Name type

Select

Used from

Select

Used until

Select

Add Name

Click Add Name to add this information to your application.

Date and Place of birth

Date of birth

- - *e.g. 31 - 12 - 1960*

Please enter your date of birth
DD MM YYYY

Town you were born in

This can be found on your birth certificate or passport.

Enter Town of birth

County of birth (optional)

And then country of birth

County you were born in *(Optional)*

Your county at birth as it appears on your birth certificate.

When you are providing your documents of identification, at least one of them must contain your date of birth.

Country you were born in

Identification

Please select the documents currently hold, entering the details of those documents as requested. *Though you are entering details here, you do not need to provide these as your identify documents, you will select what you are to providing later in the application.*

5 Year Address History

Address History Timeline

The chart below shows the last 5 years address history, it will update as you enter your addresses below.



Current Address

3 Oakwood Drive, LOUGHBOROUGH, Leicestershire, LE11 3QF, GB

07 July 2011 – Present (7 years 1 month 14 days) [Change current address](#)

Previous Address

Postcode

[Find](#)

[Enter address manually](#)

[Cancel](#)

Address history complete

You can now proceed to step 3 below

OR

[Add another address](#)

You must provide a complete 5 year address history including and you must include any overseas or student address you have resided at in the last 5 years, with no gaps or overlaps in dates.

When you are providing your documents for identification at least one of your documents will need to contain your current address that you are making the application in.

Selection Identification Documents


You will need to select at least 3 documents, if you are selecting at least 1 of the documents from Group 1. If you do not have any documents from Group 1 you will need to select 5 documents from Group 2a and 2b. The bar at the top of the screen will indicate when you have selected enough ID.

You have selected enough documentation
You can now proceed to step 4 below


Which of the following group 1 documents do you own?

Chosen documentation must be provided for verification to prove your identity. At least one of your chosen documents must be from group 1 documents listed below. Where there is no Group 1 document then a UK Birth Certificate must be provided.

Please note all documents must be original, photocopies and documents downloaded from the internet cannot be accepted. [Why are specific documents required?](#)


Current valid passport

Remove

Current UK, Channel Isles or Isle of Man driving licence – photo card


Full or provisional. All licences must be valid in line with current DVLA requirements

Remove


Birth certificate – issued at time of birth

UK and Channel Islands - including those issued by UK authorities overseas, eg embassies, High Commissions and HM Forces

Remove

Biometric residence permit (UK)

Select

Adoption certificate UK & Channel Islands

Select

Click to confirm

- At least one of the documents selected contains a current address
- At least one of the documents selected contains a date of birth
- Documentary evidence was provided for all name changes where available

Declaration

Please tick to confirm if you have any convictions, cautions etc and that you confirm you have read and agree to the terms.

Declaration

Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2014)?

☐ Yes ☒ No

Please read & confirm the following

By ticking the application declaration box I confirm that the information that I have provided in support of this application is complete and true and understand that knowingly to make a false statement for this purpose may be a criminal offence.

☒ I confirm I have read and agree to the above terms on 20 Oct 2017

Confirm & submit application

[Back to step 3](#)

What happens next?

Please contact one of the verifiers listed at the bottom of the screen to make an appointment with them to verify your documents of identification against your application.

Once your application has been verified it will then be submitted for processing. When the process is complete you will receive your disclosure certificate in the post from the DBS and your club or swim school will receive confirmation of your clearance from Swim England.



DBS, Membership Services
Swim England, SportPark, Pavilion 3
3 Oakwood Drive, Loughborough, LE11 3QF

Telephone: 01509 640738
Email: dbs@swimming.org

GBGroup Telephone: 0845 251 5000
Email: onlinedisclosures@gbplc.com