

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.

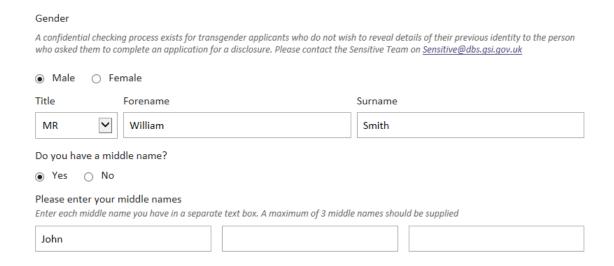
Completing Your Application

Please complete all fields requested.

Current Name & Name History

When completing your name <u>do not</u> 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



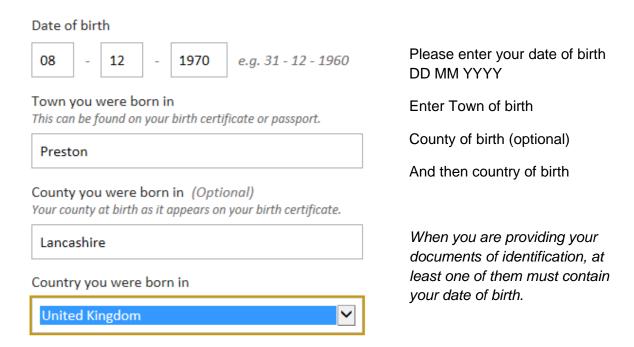
If you have any previous names, please include these, providing only surname or forename that is different, and select the name type, and the year period this was used.

	Select 🗸	Select 🗸	Select 🗸	
Previous name	Name type	Used from	Used until	
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.				
Please add any names you have previously been kno	own as below			
Yes				
This could be a change of first or last name				

Click Add Name to add this information to your application.

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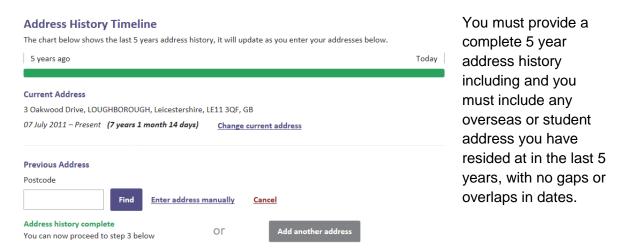
Date and Place of birth



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.

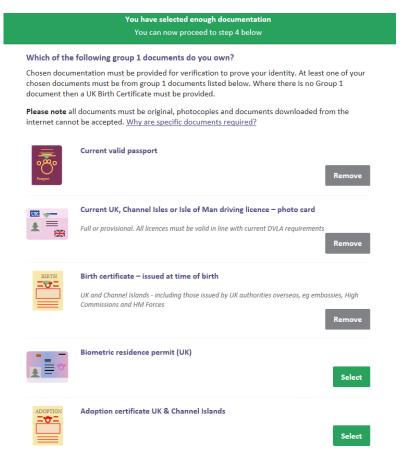
5 Year Address History



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 are 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.



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.



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@gbgplc.com