HOW TO APPLY FOR ONLINE APPLICATION FOR DBS CHECK

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

- Dates of any name changes (mm/yyyy)
- Mothers maiden name
- Full 5 years address history including dates (mm/yyyy)
- National Insurance Number

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.

For example:

- Valid Driving licence
- Valid Passport
- Valid National ID card
- Birth certificate

To see a full list of ID Documents accepted for verification please go to:
https://www.gov.uk/criminal-record-check-documents

REGISTRATION

1. Go to http://gbg.onlinedisclosures.co.uk/
2. Click register on the right hand side of the screen
3. Enter the Org Pin: 145145
4. Enter your full name
5. Enter your email address and confirm it again
6. Click Next Step
7. Enter secret word peterborough (all lower case)
8. Enter/confirm the organisations name as requested
9. Create a password you will remember
10. Confirm the password by entering it again
11. Click ‘complete registration’
12. You will receive a confirmation email from GB Group

For help on how to complete your application follow ‘The Applicant - How to Get Started’ guide on the right hand side of the login page.
POST OFFICE ID VERIFICATION

In order for the Post Office to verify your ID, you must take with you:

1. The ID Verification Service Sheet – available to print once you have submitted the application form.
2. The original pieces of ID selected for verification.
3. Method of payment.

To find the nearest Post Office go to http://www.postoffice.co.uk/branch-finder enter your postcode and select ‘CRB & ID Verification Service’ from the ‘Select Service’ field.

The post office will accept payments via cash or debit/credit card.

What happens next?

1. Application is submitted to GB Group
2. If any additional information is required, this will be requested by email
3. You will receive a copy of your Disclosure
4. Results are returned electronically for Peterborough City Council

GB Group offer phone and email support throughout the process to applicants. They can be contacted on 0845 251 5000 and onlinedisclosures@gbgplc.com