



# APPLICANT GUIDE

## DBS PORTAL

***\*\*\*You must use a PC or Laptop ONLY to complete the application form\*\*\****



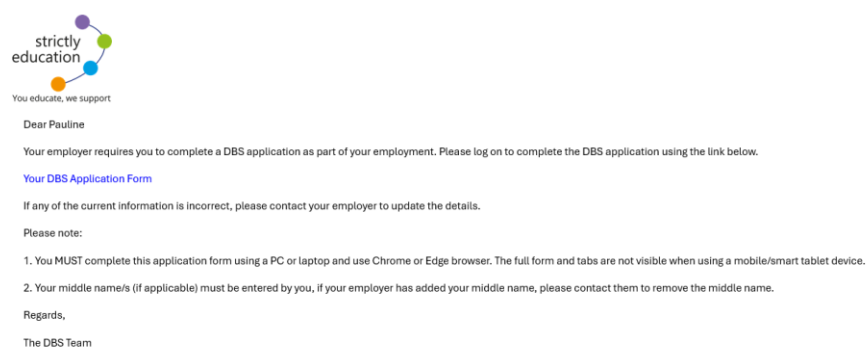
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## STEP 1. Accessing the System

Please note you MUST complete this application form using a PC or laptop and use Chrome or Edge browser. The portal does not work effectively when using a mobile/smart tablet device.

You will receive an email as per below. The email contains a link, please click on the link to access the portal.



**\*\*\*DO NOT USE A MOBILE DEVICE/SMART TABLET DEVICE\*\*\***

You must now log in using the email address and your date of birth.

The screenshot shows a web form titled 'Start Application' with the instruction 'Please complete ALL sections'. The form contains the following fields and elements:

- 'Applicant Email' with an empty text input field.
- 'Applicant DoB' with an empty date input field.
- 'Application Ref' with the value 'SEDBS\_1000097126SE' displayed in a light grey box.
- A question: 'Are you a third party, completing this on the behalf of someone else?' with radio button options for 'Yes' and 'No'. The 'No' option is selected.
- A blue 'Help' button in the bottom right corner.

If you have asked a third party to complete the DBS on your behalf, the portal will ask for the third party's details and confirmation you as the applicant have given your consent for them to complete on your behalf. A copy of the proof of consent must be sent to your Employer, which will be filed on your records.

You will be asked to read and agree to the CRVS Statement of Fair Processing, read through, tick the box and click next.

### User Declaration

#### CRVS Statement of Fair Processing

By accessing the Strictly Education E-Bulk website and providing Strictly Education and our agent with your personal details you agree to accept and be bound by the terms of the Strictly Education statement of fair processing which is summarised below.

Strictly Education has worked closely with the DBS and their agent to produce a new online disclosure system, e-Bulk, which replaces the standard paper forms and allows you to complete your application at any location with internet access.

Our online service is committed to protecting the privacy of our users. When you supply any personal information to this site, Strictly Education and our agent as the data processor working on behalf of our client (the data controller) have legal obligations towards you in the way we deal with your data as follows:

1. We will hold your personal information on our systems for as long as needed to meet the service you

☐ I have read and understand the CRVS Statement of Fair Processing, shown above.

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Once logged in, you will see the personal details your Employer has entered for you. If any of these are incorrect, please notify your Employer immediately. Only the Employer can amend these details.

### Personal Details

Please confirm that the details shown below are correct.

Title	MRS
First Name	Test
Middle Names	Jane Sue
Surname	Tester
Gender	female
Date of Birth	10/04/1981
Phone Number	000
Email Address	dbb@strictlyeducation.co.uk
Position Applied	Teacher
Organisation	Test

*\*Please include ALL of your middle names.*

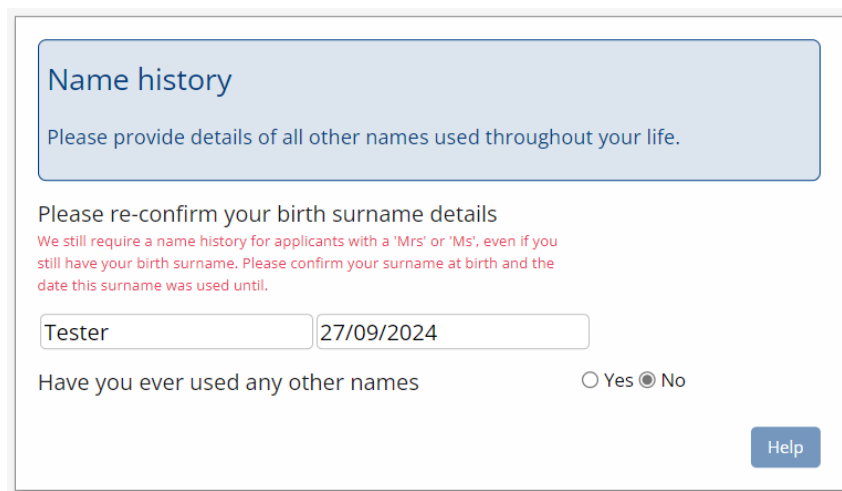
[< Back](#) [Next >](#) [Help](#)

**Ensure that you enter your middle name/s on separate tabs, if you do not have a middle name leave BLANK.**

Once you have entered all the remaining details press next, the application will then take you through a series of questions.

## STEP 2. Name History

This section only applies to anyone known by a different name throughout their life. If you have had the same name since birth, simply select no, you will then proceed to step 3. If you select yes the following box will appear:

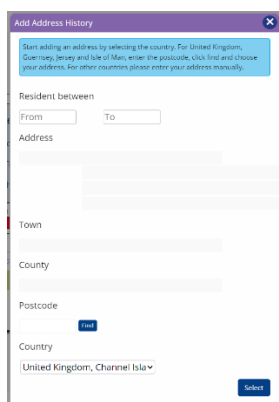


*You must declare ALL previous names since birth\** in chronological order, if you don't the application will be withdrawn by the DBS. This will delay the process and a new application will need to be completed at an additional cost.

*\*The DBS will check previous applications made via other organisations and will withdraw applications if the information provided is different.*

## STEP 3. Address History

*You must provide five years address history.* Simply add the address by clicking add and an address form will appear as below.



Ensure you have the dates the correct way round.

Once the address history bar is fully green you will be able to move to the next stage.

## STEP 4. Additional Information

Please complete all the information on this page. If you have changed your nationality, please select yes and disclose your new nationality.

### Additional Information

Please complete ALL sections

National Insurance	<input type="radio"/> Yes <input checked="" type="radio"/> No
Town of Birth	<input type="text" value="Birth Town"/>
Area/County of Birth	<input type="text" value="Birth County"/>
Country of Birth	<input type="text" value="United Kingdom, Channel Islands &amp; Isle of Man"/>
Birth Nationality	<input type="text" value="British"/>
Has your nationality changed	<input type="radio"/> Yes <input checked="" type="radio"/> No
Do you have any convictions, cautions, reprimands or final warnings which would not be filtered in line with current guidance?	<input type="radio"/> Yes <input checked="" type="radio"/> No

You must confirm if you have any convictions, cautions, reprimands or final warnings. Please ensure you make your Employer aware if your answer is 'Yes' to this question.

## STEP 5. Submission

Please ensure you review and consent to the following, once read simply tick the box and click the submit icon.

### Review & Submit

Please tick the box to indicate your consent

☐ I confirm that the information that I have provided in support of this application is complete and true and understand that knowingly making a false statement for this purpose is a criminal offence.

☐ I have read the Standard/Enhanced Check Privacy Policy for applicants <https://www.gov.uk/government/publications/dbis-privacy-policies> and I understand how DBS will process my personal data and the options available to me for submitting an application.

☐ I consent to the DBS providing an electronic result directly to the registered body that has submitted my application. I understand that an electronic result contains a message that indicates either the certificate is blank or to await certificate which will indicate that my certificate contains information. In some cases the registered body may provide this information directly to my employer prior to me receiving my certificate. I understand if I do not consent to an electronic result being issued to the registered body submitting my application that I must not proceed with this application and I should submit a paper application form. I understand that to withdraw my consent whilst my application is in progress I must contact the DBS helpline 03000 200 190. My application will then be withdrawn.

The following box will appear confirming the submission is complete

### Submission complete

Thank you for completing the application. Your application will now be processed. Please check with your employer for more information.

You can now close the window.



## STEP 6. ID Documents

The next step is to take your ID to your Employer for ID verification. For information on the types of ID you can use please see the link below:

Accepted Identity Documents

<https://www.gov.uk/government/publications/dbs-identity-checking-guidelines/id-checking-guidelines-for-standardenhanced-dbs-check-applications-from-22-april-2025#document-lists>

Once your Employer has uploaded the ID details your application will be submitted to the DBS for processing. The certificate will be posted to your current address, you must take the certificate to your Employer for them to view it. Please note if you move address whilst your application is being processed, you must forward all your mail to your new address, as the DBS is unable to change

***Please note if you are not able to provide the required combination and/or number of documents, your employer will request additional ID documents which will have to be validated.***

## STEP 7. Update Service

You may want to consider signing up for the update service, please see details here [DBS Update Service](#)