

DBS process for UK residents

The programme you are due to enrol on requires all students to complete a Disclosure and Barring Service (DBS) clearance process, as students on this programme will come into regular contact with potentially vulnerable members of the public.

More information on the scheme can be found here: <https://www.gov.uk/dbs-check-applicant-criminal-record>

The DBS check allows you to take part in Placements.

Do you already have a DBS clearance check that is registered on the DBS update service?

The DBS Update Service lets individuals keep their DBS certificates up to date online and allows Queen Mary University of London to check the certificate online. Information regarding the service can be found here: www.gov.uk/dbs-update-service

If you have already registered for the DBS Update Service, you should not need to complete a new DBS check if your previous check was Enhanced and you are covered for the workforce required for your programme e.g. both adults and children and have been living solely in the UK for the last 5 years.

Please scan a copy of your most recent DBS certificate (all pages), showing the certificate number, to: smdadmissions@qmul.ac.uk

Please address the subject of your email in the following format:

Subject: Programme Title, Last Name, First Name, DBS Update Service

If you do not have an accepted DBS clearance check that is registered with the DBS Update Service, please refer to the section below

Process for starting a new DBS Check

You will receive an email from Atlantic Data who process our online DBS checks. This email will be sent to the contact email address given in your university application. If this email address is incorrect, please contact UCAS or the Admissions Office to update it.

The email will be sent from the following email address: dbs@qmul.disclosures.co.uk

Please mark this as a 'safe' email address so the email does not go into your junk folder. Please do not reply to this address. The email will provide a link to your DBS form and your username. You will be prompted to create a login password during this process.

Emails will be sent from March. Please keep an eye on your inbox for emails with more information.

Please be aware that for your DBS application to be processed, there is a fee you will need to pay to

Atlantic Data directly. The final fee you pay will depend on which option you do your ID check through, more information on this will be in the emails sent to you when you start the process.

Enhanced DBS check	Digital ID Fee	Admin Fee	Reverse discount Fee	Total including VAT
£41.00	£4.00 + VAT	£6.94 + VAT	£2.06 + VAT	£56.60

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Enhanced DBS check	Virtual ID Fee	Admin Fee	Reverse discount Fee	Total including VAT
£41.00	£6.00 + VAT	£6.94 + VAT	£2.06 + VAT	£59.00

Please note: if you have lived outside of the UK for 12 months in any of the five years prior to 1st September, you will have an additional step to complete in addition to the standard DBS application with Atlantic Data as detailed below.

Overseas Disclosure

As you have lived outside of the UK for 12 months in the 5 years prior to the start of your programme you must provide a criminal record disclosure or certificate of good conduct from the country, or countries, in which you have been resident for these years. This is not necessary for gap years or working holidays.

More information on how to obtain a certificate of good conduct can be found here:
www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants

Please scan and send in the Overseas Clearance to smdadmissions@qmul.ac.uk Please address the subject of your email in the following format:

Subject: Programme Title, Last Name, First Name, DBS Overseas Clearance

DBS Update Service

Once you have received your DBS clearance, Queen Mary University of London encourages you to consider registering for the DBS Update Service. This allows institutions and employers to check your DBS certificate online without you needing to complete a new check, so long as the check is at the required level and covers the required workforce.

Please note: Registration for the Update Service is not automatic when completing a DBS check. The following website provides information on the service: www.gov.uk/dbs-update-service
 Once you have received your DBS certificate you must register with the service within 30 days of the certificate being issued. **DBS charge an annual fee of £15 for this service.**