



# DBS CHECK

**ALL YOU NEED TO  
KNOW**

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## DISCLOSURE & BARRING SERVICE

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### WHAT IS A DBS CHECK?

- It is a record held by Police of an individual's convictions, cautions, reprimands and warnings.
- It relates to your suitability for a position working with children and vulnerable adults.
- It costs a £45 one off payment.
- It is compulsory for your course at Highlands College.

### WHAT IS THE UPDATE SERVICE?

- It is an online subscription that keeps your DBS check up to date.
  - It allows employers to check a certificate online.
  - It costs £13 per year.
  - You will have an access to your Update Service account.
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**If you have applied for a Childcare, Health or Sport & Uniformed Services course, a satisfactory enhanced DBS check and the Update Service are requirements of your course.**

## **STEP 1: REGISTER AT HOME**

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- You must be 16 or over to register
- Please use the link below to register for your Enhanced DBS check online:  
<https://gbg.onlinedisclosures.co.uk/Registration/Registration>
- You will need the following information:  
Org PIN – 162133  
Secret Word – Highlands  
Your personal email address
- When applying online the following documents are required:
  1. A current and valid Passport or Driving Licence
  2. British and Jersey Birth Certificate or Jersey Registration Card
  3. Proof of address
- If you were born in Jersey, type St Helier as 'place of birth'

## **STEP 2: VERIFICATION OF DOCUMENTS**

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- You will be able to verify your documents during the first week of the academic term in September
- You will be required to bring the documents that you declared in STEP 1

## **STEP 3: PAYMENT OF THE DBS CHECK**

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- Payment MUST be done online by the applicant, at home. In order to pay the £45 fee please log in to your DBS application via this link  
<https://fadv.onlinedisclosures.co.uk/Authentication/Login>

## **STEP 4: UPDATE SERVICE**

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- You MUST join the Update Service after you receive your Certificate in post. Use this website  
<https://secure.crbonline.gov.uk/crsc/apply> to enter the details and pay £13 per annum for your subscription.
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