



DBS APPLICATION AND SUBMISSION PROCEDURE

To be eligible for a DBS check through UKIHF, the applicant must:

- Be a registered volunteer with UKIHF (e.g., manager, coach, assistant, etc.).
- Be unpaid, except for allowable expenses.
- Be involved with people under the age of 18 or vulnerable adults.

Application Process

1. Submit Initial Details

The applicant must email **secretary@ukihf.co.uk** with the following information:

- Email address
- First name and surname
- Date of birth
- Role & scope (children, vulnerable adults, both)

2. System Entry

The UKIHF Secretary will then enter the details provided by the applicant into the DBS Agents (Checks Direct) system.

3. Receive Email Link

The applicant will receive an email from Checks Direct containing a link to complete their application. *(Check spam/junk folders if the email is not visible.)*

4. Complete Application Details

The applicant must follow the link and provide the required information. Their application status will update on Checks Direct.

5. Payment

The applicant will receive a follow-up email from Checks Direct requesting payment of £10.50.

Note: If this email is not received before the document inspection stage, notify the UKIHF Secretary or representative performing the inspection, and we will follow up with Checks Direct.

6. Document Inspection

The applicant must provide original documents for visual inspection by a UKIHF representative. The required documents are:

- Three documents from the following:
 - Passport
 - Driving Licence
 - Bank Statement
 - Credit Card Statement
 - Birth Certificate
 - Council Tax Bill
 - Utility Bill (not a Mobile Phone Bill)
- If the applicant's name has changed, additional documents such as a Marriage Certificate or Deed Poll Certificate are required.



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Important: At least one of the documents must be either a Passport or Driving Licence, and their details must be recorded.

7. **System Update**

The UKIHF representative will record details from the Passport or Driving Licence and update the information in the system as verified.

8. **Submission to DBS Services**

The completed application with recorded and verified details is submitted to DBS Services by the UKIHF Secretary.

9. **Notification of Results**

- **Applicant Notification:** The applicant will receive an email with the results, including any details of the check.
- **UKIHF Notification:** UKIHF will receive confirmation that the check is complete and whether it is clear or not, but no specific details will be shared.

Handling Issues

If the application reveals any issues, further review may be required. Please note that certain minor infractions, such as parking or speeding fines, can typically be disregarded.