**DBS APPLICATION PROCESS**

The Umbrella Body (Stockport Council) issue the following documents to MIP for completion:

 1. External Organisation Ad Hoc Check Order form

 2. Identification Verfication Guidance for External Organisations

 3. Policy Statement and Agreement.

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The trainee/applicant brings ID to the MIP Office (Elaine Williams) by prior arrangement (Wed pm to Fri only). Trainee makes payment of £12 to MIP for admin fee.

MIP (having read all of the issued ID documentation) will:

1. Complete the order form in full.

2. Check the applicant’s ID (in accordance with the guidance detailed in the documentation).

3. Scan in the ID. 4. Send by email the order form and documentation to Stockport Council.

 **The trainee makes full payment to Stockport MBC.**

Stockport Council conducts a secondary check of the ID documentation and reviews the order form

Are the submitted forms of ID acceptable? Has the order form been completed in full? Has payment been made?

Stockport Council create an “Applicant Account” for access to the DBS Online Checking System. An auto-generated email is sent to the applicant containing their log-on details.

The applicant logs onto the system and completes the online application form

YESess

NO

Is the Form complete?

Stockport Council advise MIP of the issues and request that they rectify and re-submit as appropriate.

MIP makes the necessary changes and re-submits to Stockport Council.

YESes

NO

DBS validate the application, accept it for processing and conduct the appropriate checks as necessary.

DBS notify Stockport Council of the results and post a paper copy of the Disclosure Certificate to the applicant.

**KEY**

­­­­­­­**\_\_\_\_\_\_\_\_\_ Stockport Council’s Responsibility**

**\_\_\_\_\_\_\_\_\_ MIP’s responsibility**

**\_\_\_\_\_\_\_\_\_ Applicant’s responsibility**

**\_\_\_\_\_\_\_\_\_ DBS’s responsibility**

**\_\_\_\_\_\_\_\_\_ Decision required**

Stockport Council review the application and submit it electronically to the DBS.

MIP request sight of the Disclosure Certificate from the applicant.