**Process for new applicants and renewal of DBS forms.**

**Online version**

Firstly contact Robert Day on 07713 689 586 or by email at [robertgday@outlook.com](mailto:robertgday@outlook.com), who will issue you with an application number. Then log in to [www.onlineCRBcheck.co.uk](http://www.onlineCRBcheck.co.uk) using this number as your Id.

Complete the form remembering to give consent on the declaration for the information to be shared by Parish of Christchurch (this will remain within the Parish).

Then contact Robert Day again and arrange for a meeting for identity checking purposes. You will need to produce a current passport and driving licence if you have one, together with a utility bill, financial statement or government correspondence with your current address.

You should then receive a DBS certificate by email. There is no need for me to see the certificate as I will automatically be supplied with a copy.

**Print Version**

You will need to fill in a form manually (these can be collected from Heidi Haagenson or Ian Penny).

You will then need to complete the form in black ink and contact Robert Day to arrange to meet him for an identity check with the documents mentioned above.

When you receive your certificate by post, you must contact Robert again who needs to check and record the number and date of the certificate.

Robert Day

December 2018