

Process for DBS applications

New applicants who have an email address using the electronic DBS application form process should complete:

- Volunteer registration form
- Reference request form
- Reference contact details form
- DBS 3c Identity verifier form
- Electronic DBS application form (sent to applicant via email after the above forms and documents are received by the safeguarding team or LPSR)
- Written agreement
- Code of conduct

New applicants who do not have an email address using the paper DBS application form process should complete:

- Volunteer registration form
- Reference request form
- Reference contact details form
- DBS 17 Applicant consent for data processing form
- DBS 4 Safeguarding self-declaration form
- DBS 3a Confirmation of identity form
- DBS paper application form (posted to the applicant after the above forms and documents are received by the safeguarding team or LPSR)
- Written agreement
- Code of conduct form

Applicants undergoing a 3 year recheck who have an email address using the electronic DBS application form process should complete:

- DBS 3c Identity verification form
- Supply 3 documents for verification
- Written agreement

- Code of conduct

Electronic DBS application form (sent to applicant via email after the above forms and documents are received by the safeguarding team or LPSR)

Applicants undergoing a 3 year recheck who do not have an email address using the paper DBS application form process should complete:

- DBS 17 Applicant consent for data processing form
- DBS 4 Safeguarding self-declaration form
- DBS 3a Confirmation of identity form
- Supply 3 documents for verification
- Written agreement
- Code of conduct
- DBS paper application form (posted to the applicant after the above forms and documents are received by the safeguarding team or LPSR)

Applicants undergoing a 3 year recheck who have subscribed to the DBS online update subscription service, with a certificate issued via Liverpool Archdiocese, and have not changed their role or added any new roles should complete:

- DBS 17 Applicant consent for data processing form • DBS 4 Safeguarding self-declaration form
- Written agreement
- Code of conduct

Applicants undergoing a 3 year recheck who have subscribed to the DBS online update subscription service, with a certificate issued via another diocese, religious order, organization, or their employer, where the level of check issued on the original certificate is identical to the level of check required for their parish role should complete:

- DBS 17 Applicant consent for data processing form
- DBS 4 Safeguarding self-declaration form
- DBS 3a Confirmation of identity form
- Supply 3 documents for verification
- Written agreement
- Code of conduct
- Present their original certificate to the diocesan safeguarding countersignatory (photocopies and scanned copies cannot be accepted)

- If an applicant cannot provide their original certificate for verification, they would be required to undergo the full recheck process as above.

If the level of check on the original certificate is different to that needed for their parish roles the volunteer would be required to undergo a full 3 year recheck as above