Site Issues

How do candidates complete the online application form for DBS by themselves

You have to - ADD CANDIDATE as usual and input the very brief personal details required for identification when the applicant logs in.

At the bottom of the page you will see two choices -

1. **We will complete all the additional details for this applicant**

2. **Applicant is to complete all the additional details** (email address is required)
    When choosing this option, please inform the applicant to check their junk/spam email folders.

If you choose option 2, an email is immediately sent to the applicant (using their email so ensure this is correct) with confidential login details. When they have completed the process, they will be logged out and you are notified to validate the ID etc and process as usual if you are satisfied with the content.

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