

## The steps you need to follow to obtain your Enhanced Disclosure Barring Service (DBS) Certificate

### 1) Select your identification documents and complete your application

Students who need to complete a DBS check will receive an email from [dbs@greenwich.disclosures.co.uk](mailto:dbs@greenwich.disclosures.co.uk) containing a link to our online DBS application service.

There you will be able to set up your password for the online service, complete the application and select a minimum of three documents that you will use to verify your identity. These documents must confirm your full legal name, date of birth and current address.

We can only accept current, original documentation and we cannot accept photocopies or documents printed from the internet. [Please refer to this list of accepted documents.](#)

### 2) Make your DBS payment online and verify your identity

To proceed with the application you will need to make a payment of £49 (if required) using our [secure online payment system](#) before attending your campus Student Centre, where the university will verify **the same three documents** you selected in the first step. Please note, if you cannot provide the same three documents your application will have to be cancelled and re-started.

If you would prefer to have your documents checked at a **participating Post Office**, please email [StudentCentre@gre.ac.uk](mailto:StudentCentre@gre.ac.uk) or call 020 8331 8272 for more information.

### 3) Tracking your DBS application

After you have verified your identity your DBS application will be sent for processing.

You will continue to have access to the online DBS application service in order to track the progress of your application; you will be notified when the check is complete, and your DBS certificate has been issued to you.

It is your responsibility to contact the DBS if your application takes longer than 60 days to complete. If you notice that your application has exceeded this timescale you should phone the DBS on **03000 200 190**.

Upon completion of processing the DBS will post your Disclosure Certificate to you at the current address you used when making your application. If you move to another address before you receive the certificate you should contact the DBS immediately to notify them of your new address.