



DBS CHECK PROCESS

FOR APPLICANTS

1 REQUEST DBS CHECK

DBS Request form is completed by your manager



2 ONLINE ACCOUNT

Your online account is created & you receive email confirmation from KYP including next step instructions



3 ACTIVATE ACCOUNT

Follow steps outlined in email to activate your KYP account & complete ID information



4 ID DOCUMENTS

Email scans of your ID docs to your manager & arrange to show them the originals (in person or via Teams)



5 ID VERIFICATION

Your manager forwards ID docs to PS Connect confirming they have seen the originals



6 ONLINE VERIFICATION

Online verification completed by PS Connect which triggers start of DBS check



7 DBS CHECK COMPLETE

Once check completed you will be notified by PS Connect



DBS CERTIFICATE

Your original DBS disclosure certificate is sent to your home address

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