INVITATION TO APPLICANT TO COMPLETE A DBS CHECK

Dear

As part of your role as *Parish Identity Verifier to insert role* at *Parish Identity Verifier to insert name of church* you will need to complete a confidential self-declaration form, apply for a Disclosure & Barring Service check and complete safeguarding training.

1. **Confidential Self-Declaration Form[[1]](#footnote-1)**

* complete the attached form and email back to *Parish Identity Verifier to attach Confidential Self-Declaration Form and insert email address of person it must be returned to*

1. **DBS Application**

* Complete the online application form by clicking on this link <https://disclosure.capitarvs.co.uk/ccpas/applicantLogin.do?applicationType=crb>  We have attached an Applicant’s Guide should you require any assistance. *Parish Identity Verifier to attach guide.* Enter the Organisation Reference *Parish Identity Verifier to insert reference*and Organisation code **BIRMINGHAM2893** then click on ‘Start’ to begin. The reference and code are case sensitive – please use capital letters and do not leave spaces.
  + Your role is*Parish Identity Verifier to insert role title*

1. **Identity Documents**

* Once you have completed *both* of these forms contact me to arrange a time for me to see your identity documents:
  + Current Passport *and*
  + Current Driving Licence *and*
  + UK Birth Certificate *and*
  + Financial statement or utility bill less than three months old or council tax bill less than twelve months old

If you don’t have all of these get in touch so we can discuss other acceptable documents.  When you’re ready please contact me to arrange a time for us to meet to check your documents

1. **Safeguarding Training**

* Complete your safeguarding training. Go the training portal - <https://safeguardingtraining.cofeportal.org/>  and complete the Basic Awareness and Foundation safeguarding modules.

 If we can assist further please do let us know.

 Kind Regards

1. If the Confidential Self declaration Form has already been completed by the applicant, do not include this statement [↑](#footnote-ref-1)