

DBS – PROCESS

PLEASE ENSURE YOU CAN COMPLY WITH ID DOCUMENT REQUIREMENTS



1. INITIAL EMAIL FROM APPLICANT TO UKRSF

We require your full name (including any middle names), email address, DOB (date of birth), Contact numbers (mobile and landline), address of residence, any information regarding your club and affiliated association.

2. RECEIPT OF PAYMENT WITH CORRECT FEE

Once payment is received we will set up your online account for you to access your online forms for completion.

3. COMPLETION OF ONLINE FORMS AND SUBMISSION TO UKRSF

Once you have completed your online forms you will need to press submit online back for us to verify your application.



4. ID VERIFICATION PROCESS DONE BY UKRSF

You will need to post your original ID documents to your local UKRSF verification office, which we will notify you of via email.

5. RETURN OF ORIGINAL DOCUMENTS NEXT DAY (DHL) DELIVERY

On receipt of your original documents we will verify your documents and return them using DHL Next day delivery service.

6. SUBMISSION OF DBS APPLICATION FOR PROCESSING

On completion of the verification process your application will be complete and all we will need to do is await your disclosure to be issued.

ON SATISFACTORY SUBMISSION THE APPLICANTS WILL RECEIVE A WRITTEN DISCLOSURE ISSUED TO THEIR HOME ADDRESS OF RESIDENCE.

PLEASE NOTE:

IF AFTER YOU HAVE PAID AND YOU WISH TO CANCEL YOUR DBS APPLICATION PRIOR TO STAGE 4, AN **ADMINISTRATION CHARGE OF 75%** PER APPLICATION WILL BE APPLIED.

IN THE CASE OF THE APPLICANT PROVIDING INCORRECT OR INCOMPLETE INFORMATION, OR YOUR APPLICATION BEING REJECTED, THE **FULL FEE** WILL BE CHARGED.