

UKA Disclosure and Barring Service online application

**Guidance document for evidence checker/verifiers**

It is now possible to apply for a UKA Disclosure and Barring Service check online. The application process can be accessed via the applicant's personal myATHLETICS portal: [www.englandathletics.org/myprofile](http://www.englandathletics.org/myprofile)

The online system provides a step by step guide to completing the form and arranging to have their evidence verified. Further information on this for DBS applicants is available at [www.englandathletics.org/DBS](http://www.englandathletics.org/DBS)

If the applicant selects to have the application check at club or county level they can select the verifier from a drop down menu. If they also select to have the notification by email the system will generate a **Notification email** to you as their nominated verifier informing you of the application. The email will contain a hyperlink (see below) giving you access to the verification page for the applicant. Until you complete and submit the completed verification form online you can re-access that same link. You will still need to physically see three forms of identification in your evidence checker role. Once you have completed your checks and are satisfied as to the identity of the applicant you should reopen the **Notification email** clicking on the hyperlink will take you into the verification page of the online application. You complete the verification page and submit the document online.

If you are not able to access the online application system please contact the Welfare team who can assist you with this.

The applicant also has the option to print the verification form of and bring that to you with their documents. In that case you do the same checks as above complete the paper form, , complete and sign it and post it to Athletics Welfare PO Box 332, Sale, Manchester M33 6XL. UKA will then complete the verification process

Applications made online will still receive an 'applicant's' certificate from the DBS .**However they do not need to send the certificate to UKA for verification if it contains no information.**

When UKA have received electronic confirmation for online applications, the licence will be produced and sent out to the applicant.

For those applicants who do not wish to use the online application process you can still apply for a paper application form from the Athletics Welfare team.

If you have any queries regarding this process please contact the Welfare office on 0161 223 4246 or email: [dbs@uka.org.uk](mailto:dbs@uka.org.uk).

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