

Information on the **DBS Check process** can be found on our [DBS Checks webpage](#) – scan the QR code on the right to access this.



Digital DBS ID Check Process Checklist

The checklist below will help you to ensure that you cover all the different stages required to successfully complete the full Digital DBS ID Check process at Middlesex University.

It is essential that you give the time to complete the DBS application properly to avoid making any errors. Once the DBS application has been submitted, you will not be able to make any edits or changes. If any errors are found, your DBS application will be cancelled, you'll be issued a new DBS invite, and you'll have to restart the process again from the beginning.

So, take your time to fill in all the information correctly and double-check that all details match the documentation selected.

If any of your details such as your Title, Gender, Name, Date of Birth, Course Name, etc. are incorrect, contact the [MDX DBS & OH Unit](#) to get the information corrected **before** attempting to complete the DBS application.

DBS Update Service (online DBS)

If you already have a DBS Certificate registered to the DBS Update Service, you might not need to undertake a new DBS Check.

If this applies to you, please email a scanned copy of your **DBS Certificate and Photo ID** such as a Passport, Driver's Licence, etc. to DBSIDCheck@mdx.ac.uk

The MDX DBS & OH Unit will perform some checks to see if your DBS Certificate matches your course requirements. If it does, you will be invited to undertake a DBS Update Service check.

DBS Check at MDX

If you do not have a DBS Certificate registered on the DBS Update Service or if your DBS Update Service is not acceptable, you will need to undertake a new DBS Check with the University.

1. Getting started with your Digital DBS ID Check

Start by reading all the guidance on the [DBS Checks webpage](#).

2. Prepare your ID documents and details

[Consult the list of ID documents](#) that can be used for a Digital DBS ID Check and get these ready. You will need it for the next step.

Write down your complete name history from birth. This should be a list of any changes in your name, including 'from' and 'to' dates of when your name was changed. It should also include any different spelling versions or name combinations used throughout your lifetime with dates when these versions were used.

Write down your 5-year address history. You should prepare a complete list of all your addresses for the last 5 years with 'from' and 'to' dates (including foreign addresses and university accommodation). You cannot have any gaps in this history. The first address to start with is the address you currently live at and then work your way backwards.

3. Activate your DBS account	
	Activate your DBS account by following the instructions in the email sent to you with your login details. Please check your junk/ spam folder as the email may end up there.
4. Get your Digital ID verification	
	Download and set up the Atlantic Data Digital ID app on your device using the QR code that will be displayed on your DBS application.
	Once the app is ready to use, follow the instructions to create and submit your Digital ID for verification. Note: The app will automatically take you through the process and guide you based on the responses you provide for each question/ ID request.
	Wait for the outcome of your Digital ID verification. You will receive an email and a text message informing you of the outcome. This can take up to 2 working days to receive.
5. View and share your approved Digital ID	
	Go back to the DBS application (log back in if you have been signed out) and scan the QR code to view and share your verified Digital ID. Follow the instructions. This will link your approved Digital ID to your DBS application.
6. Complete your DBS application form	
	Confirm your current full official name, including all middle names. Be sure to read the guidance displayed and complete this section accurately and truthfully. Note: You will not be able to go back and make amendments to your name after this stage.
	Complete the DBS application form, making sure to follow the guidance and tips provided on the form. You will be asked to declare your name history from birth and your 5-year address history here. Please make sure you answer accurately and truthfully.
	Make sure you double check the information you have inputted is correct before submitting your DBS application. You will not be able to go back to make amendments later.
7. After submitting your DBS application	
	Make sure you read the information sheet for your next steps. Details on how to track your DBS application, what to do if you do not receive your DBS Certificate in the post and more can be found here.
8. Receive your DBS Certificate	
	Receive your DBS Certificate in the post - Once the DBS Service have fully processed your DBS Check, your DBS Certificate will be posted to the address declared on your DBS application. Only one copy is issued and the University does not get a copy so make sure you keep your certificate safe as it will cover you for the full duration of your course.
	Register your DBS Certificate to the DBS Update Service (optional) - For more information go to www.gov.uk/dbs-update-service

You are not DBS cleared until you have carried out all of the different stages listed above. Only the MDX DBS & OH Unit can confirm whether students are DBS cleared.

Contact us if you've got any queries – scan this QR code and ask your questions to the MDX DBS & OH Unit by filling out the ['Contact Us' form](#).

