

# Next Steps Information Sheet

## DBS Application Process

This information sheet is for applicants/ students who have recently undertaken their DBS Check with us either via the Digital ID verification route or the Manual ID verification route.

Please make sure you read this information sheet thoroughly to find out what next steps you are required to take.

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### Digital DBS ID Check

If you have successfully achieved a digital identity verification, have completed and submitted your DBS application for processing then this means you have carried out a Digital DBS ID Check with us. This process is now complete.

Please navigate to the '**Receiving your DBS Certificate**' section of this information sheet for your next steps.

### Manual DBS ID Check

**I have had my DBS ID Check verified manually via a video call appointment.**  
**What happens next?**

**IMPORTANT:** If you have had your DBS ID Check verified manually via a video call appointment, this means you have undertaken a Manual DBS ID Check with us. Please note that there is still **one more step** required to be taken in order for you to receive your **full** DBS clearance. This is known as the **Physical Documents Check**.

The current DBS guidelines state that:

- You **MUST** present the same ID documents (originals only) that was used for your virtual DBS ID Check **in person on campus** (ordinarily, this will be with a member of the MDX DBS & OH Unit).

Following your virtual DBS ID Check, you will be contacted by the MDX DBS & OH Unit to attend campus for your ID documentation to be checked and authenticated. This is the final step of the Manual DBS ID Check process.

### **What happens if I don't present my ID documents in person?**

Please be aware, if this step is not carried out within the timeframe given, **you will not receive your full DBS clearance** and this may have repercussions on any placements you may need to attend. Should you not meet this requirement, you will need to undertake an additional DBS Check at your own cost (currently £55), which will further delay you in getting your full DBS clearance for your programme of study.

### **But I've received my DBS Certificate. Do I still need to present my ID documents?**

It is possible that you may receive your DBS Certificate before you have the opportunity to present your ID documents to us. Please be aware that you are **not** fully DBS cleared until you present your original ID documents in person, irrespective of whether you have received your DBS Certificate already. You are still required to attend campus and present your original ID documents to complete the Manual DBS ID Check process in full.

## **Receiving your DBS Certificate**

Your DBS Certificate **will only be** issued to you (the University does **NOT** receive a copy). **Your DBS Certificate will be posted by the Disclosure & Barring Service to the current address you inputted on your Online DBS application. If you have moved addresses following completion of the online DBS application, it is your responsibility to arrange for (a) redirection of post with the Postal Service or (b) access to your old address, to obtain your DBS Certificate.**

It can take the DBS Service anywhere from **6-8 weeks** to process your DBS Check. You can track the status of your DBS application online by logging into the Middlesex Disclosures website - <https://mdx.disclosures.co.uk/> - using the username provided and the password that you created when activating your DBS account. Your online DBS account will remain active for up to 90 days after your DBS Certificate has been issued.

If when you are checking the status of your DBS application, the system shows that the DBS Certificate has been issued but you have not received it and it has been at least a month since the DBS Certificate issue date, please make sure you contact the Disclosure & Barring Service on **03000 200 190**. **The DBS Service are able to reprint your DBS Certificate free of charge, providing the request is made within 3 months (93 days) of your DBS Certificate issue date. If you fail to follow this up, and the 3 months (93 days) elapses, you will be required to pay for a replacement DBS Check to be undertaken, which is currently £55.**

You **do not** need to present your DBS Certificate to the MDX DBS & OH Unit, **unless it contains information**. (The MDX DBS & OH Unit have access to electronic reports confirming statuses of online DBS applications).

*If your DBS Certificate does contain information, you will be requested by the MDX DBS & OH Unit, via email, to present your DBS Certificate.* In this instance, you will be advised further on the process upon presentation of your DBS Certificate.

Please keep your original DBS Certificate in a safe place. **Should a new DBS Check be required to be undertaken, due to the original being mislaid or lost, you will be charged (currently a fee of £55) to complete another.**

## DBS Update Service

You can register for the DBS Update Service within 30 days of the issue date on your DBS Certificate (at an annual cost of £13.00 to yourself). By doing this your DBS updates automatically and can be checked online by any Institution (provided it meets certain conditions) without having to have a new DBS Check undertaken. In this way, your DBS Certificate remains current as long as you are signed up to the service and have the original DBS Certificate in your possession. **For more information and to register go to [www.gov.uk/dbs-update-service](http://www.gov.uk/dbs-update-service).**

## Overseas Police Check (OSPC)

You are required to provide an Overseas Police Check (OSPC) **if you have resided outside of the UK for 6 months or more, from the age of 16 or above within the last 5 years.**

Your Overseas Police Check(s) must be officially translated into English. The University is not liable for the cost of your undertaking the Overseas Police Check(s). You are required to provide your Overseas Police Check(s) within **three months** of the commencement of your programme of study.