

Disclosure & Barring Service (DBS)

Application Process for Volunteers

START

Club Secretary or Regional Coordinator confirms to the Applicant:
 1: the England Netball DBS registration details; 2: the nearest Document Verifier.

Volunteer Applicant Registers Online – here's how:

📄 Click link to start registration 📄 :

<https://gbg.onlinedisclosures.co.uk/Registration/Registration>

- 📄 Type in Organisation PIN – **100212**
- 📄 – 'England Netball Volunteers' will pop up
- 📄 Click box 'Please confirm organisation'
- 📄 Enter your **name, email address** and create a **password**
- 📄 Secret Word: **Hitchin** (case sensitive)
- 📄 Click 'Register' to be directed to the **login page**

*If you do not have access to a PC, your Document Verifier can register you. You need to be present, and you must supply an email address

📄 Further help here 📄 :
<https://gbg.onlinedisclosures.co.uk/docs/Applicant%20User%20Guide>

Login: Input the login information requested. This completes the registration process. Online Disclosures will send you an auto-response. Now applicant continues with the following 4 steps:

1: Personal Details: complete personal details page. Mandatory fields are marked with an *asterisk.

2: Identity Documents: select and collate the identification documentation as described online

3: Summary: complete the Summary page, then click 'Submit to Organisation'. This is now ready for verification.

4: Confirmation: Applicant arranges to meet the Document Verifier, and takes identification documents for verification. **the documents must be originals, no photocopies can be accepted*
Payment: Certificate is free for volunteers, but Online Disclosures charge a small administration charge of £11.40. Payment must be made online.

Document Verifier confirms eligibility for Enhanced with Barred check or Enhanced check; checks Applicant's ID & submission details and submits verified application to Online Disclosures; Document Verifier gives Applicant a Consent Form to sign

Applicant signs the Consent Form and leaves it with the Document Verifier who will send it to the England Netball Compliance & Inclusion dept.

The initial process is now complete. You will receive your DBS certificate at your home address in 4-6 weeks.

Online Disclosures will check details, counter-sign them, and submit to the DBS for issue.

Post-Application: Online Disclosures send you an E-Number within a week so you can track your application on the Tracking service: <https://secure.crbonline.gov.uk/enquiry/enquirySearch.do>

FINISH

The Consent Form is your agreement to supply EN with your DBS certificate if required