

DBS Application Tracking Guide



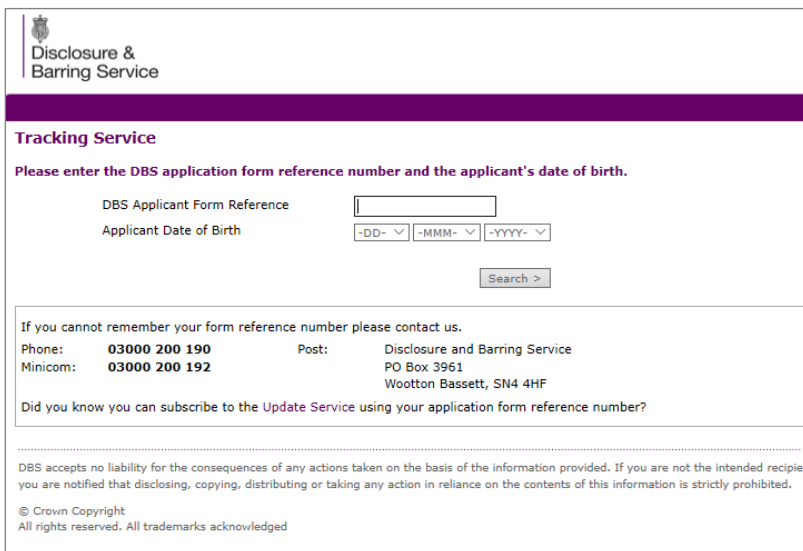
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DBS Application Tracking Guide

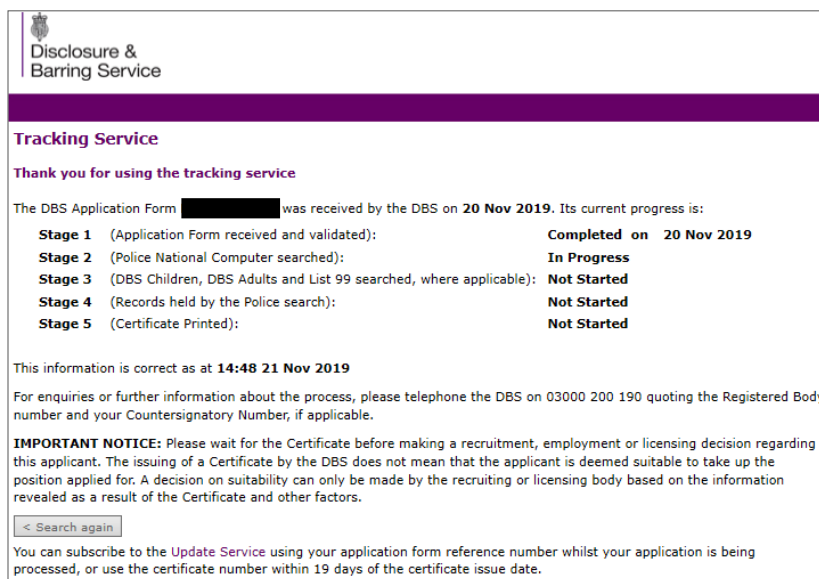
Tracking your DBS Standard or Enhanced application

You can track your application as either an employee or employer.



You will need an e-Reference number and Date of Birth to be able to search. To access the DBS Standard or Enhanced tracking, please [click here](#)

Once these have been entered and the search has been performed, it will take you to the following screen which shows you what stage the application is up to.



Stage 1 (Application Form received and validated):	Completed on 20 Nov 2019
Stage 2 (Police National Computer searched):	In Progress
Stage 3 (DBS Children, DBS Adults and List 99 searched, where applicable):	Not Started
Stage 4 (Records held by the Police search):	Not Started
Stage 5 (Certificate Printed):	Not Started

What each stage means

Stage 1 – The application is being validated by the DBS and is being checked for errors and empty fields

Stage 2 – The details of the applicant are being checked against the Police National Computer (PNC)

Stage 3 – The details of the applicant are checked against the children's and adult's barred list if entitled to

Stage 4 – The details of the applicant are checked on the local police records

Stage 5 – The DBS are in process of printing the certificate, ready to be sent

Tracking your DBS Basic application

You can also track a DBS Basic application as an employer or employee.

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Track Application Status

Please complete the form below to track an applications status. You can also [Track multiple applications](#)

Services

- Complaint
- Enquiry
- Track DBS application
- View someone's certificate
- WebChat

Mandatory fields

- * Customer / Application reference number
For example E1234567890
- * Date of birth
- * Applicant surname
- * Type the characters you see in the picture

As well as needing an e-Reference number and Date of Birth, you will also need the surname of the applicant to be able to search. To access the DBS Basic tracking, please [click here](#)

Once these have been entered and the search has been performed, it will take you to the following screen which shows you what stage the application is up to.

View application status

Application number XXXXXXXXXX

Stage 1	Application Received	Completed	21/11/2019
Stage 2	Police National Computer Search	In Progress	
Stage 3	Assemble Certificate	Pending	
Stage 4	Certificate Issued / Despatched	Pending	

What each stage means

Stage 1 – The application is being validated by the DBS and checked for errors and empty fields

Stage 2 – The details of the applicant are being checked against the Police National Computer (PNC)

Stage 3 – The DBS are in process of generating the completed certificate to be sent

Stage 4 – The DBS have completed the process and sent out the certificate



Disclosure Services
Ellice House
Ellice Way
Yale Business Village
Wrexham
LL13 7YL

 info@disclosureservices.com

 www.disclosureservices.com

 01978 510100

