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REVIEWING SUBMITTED APPLICATIONS

When an application has been completed by an applicant, either remotely or alongside somebody from your organisation, you will receive an email with the subject '**Disclosure Application Submitted**' along with the **Application ID**. The application can be found in your '**Awaiting Review**' pool.

1. To review an application, navigate to the **'Awaiting Review'** pool and click the **pencil** button next to the application
2. The application will open in a new window. You can start reviewing the information that has been provided by the applicant.

INFORMATION TO REVIEW

- **Applicant Details -** Please check that the **Title** is correct and that the **Forename** and **Surname** are in the correct fields. Also make sure that the **Date of Birth** and **Gender** are correct and that the **Gender** matches the **Title** (i.e Male = Mr)

  Please Note*: If the applicant has been known by or previously had a different surname, there will also be Information contained in the '**Birth Surname**' and '**Birth Surname Used Until'** fields that will need to be verified. This will typically be for applications that have the title of 'Ms' or 'Mrs'.*

- **Birth Information** - Please check that the **Birth Town** and **Birth County** are entered and that the **Country of Birth** matches.
- **Address History -** Please ensure that the **Address History** spans 5 years, starting with the current address that matches the one given on at least one of their ID documents.
- **Previous Names** - Please ensure that the applicant has included all the names that they have been known by or have used since birth or the age of 10.

BARRING OPTIONS CHECK

If the applicant is applying for an **Enhanced DBS Check** and will be providing **Regulated Activity with Children** or **Vulnerable Adults**, they will need to be checked against either the Child Barred List, Adult Barred List or both depending on the role that they will be carrying out.

You can request additional barring checks within the '**Barring Checks'** tab on the application.

Please note*: If the role meets the eligibility, the only Barred List check that will only be shown here is the one that is relevant to the workforce. For example, if you are applying for a role as a '**Teacher**', this will be a '**CHILD workforce'** and therefore the only option that will be shown in this section is the '**List 99 Check'** which is the check against the Child Barred List.*

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ACCEPTING OR EDITING THE APPLICATION

1. ACCEPTING THE APPLICATION

Once you have checked the application and confirmed that all the information provided by the applicant Is correct, you can accept the application by clicking the '**Accept**' button. A new pop-up window will appear for you to confirm your selection.

After selecting '**Confirm**' the application is ready for Identity Document Check (Certification). It can be found either in '**Awaiting Internal Certify'** pool or '**Awaiting External Certify'** pool depending on your selection during the application initiation.

2. EDITING THE APPLICATION

If the application contains errors and require amendments, you can:

- **'Reject back to Applicant'** - the applicant will receive a rejection email and will be able to access the application remotely.
- '**Edit**' - the application will open in a new tab with the ability to edit specific fields. You should always obtain a permission from the applicant to Edit their application on their behalf.