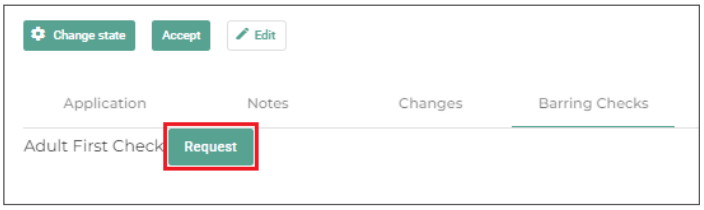
disclosure services
Expert Support. Informed Clients. Clear Decisions.

HOW TO REQUEST AN ADULT FIRST CHECK

If the position is eligible for an Adult First check, you can request this check manually. It will not be done automatically as there is a separate cost associated to an Adult First check.

HOW TO DO IT

1. Open the application that you wish to request the check for and navigate to the "**Barring Checks**" section.
2. You will be able to request an Adult First check by clicking the **Request** button.



Please Note: This will only be visible if the Level of check is **Enhanced** and the Workforce is **Adult**.

STATUSES

1. **In Process** - Adult First check has been **Requested** and is awaiting result.
2. **Completed - Clear** - Adult First check has been **Completed** and the result is **Clear**.
3. **Completed - Not Clear** - Adult First check has been **Completed** and the result is **Not Clear**. You should wait to view the applicant's DBS certificate before making a recruitment decision.
4. **Cancelled - Requested In Error** - Adult First check was either **Requested In Error** or the position is **not eligible**.
5. **Cancelled - Superseded** - The DBS certificate has been issued before the Adult First check result was returned.

Please Note: You will be notified via email if the result is **Clear** or **Not Clear**.