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TRACKING AN APPLICATION - STATUS UPDATE

Providing that the application is at a **Standard** or **Enhanced** level, you are able to track the application and check it's status directly from the portal. You can also track a **Basic** application, but you will have to go to the Gov.uk website to do this.

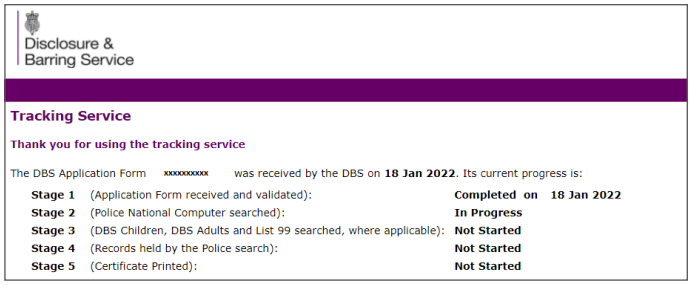
HOW TO DO IT

1. Navigate to either the "**Applications"** tab (*this tab contains all the applications Submitted and Unsubmitted for your organisation*) on the left hand side or open your "**Submitted**" pool (*this pool contains all applications that have been Submitted and are yet to complete with the agency*) from your Dashboard

2. Locate the application you would like to track

3. If the application status is "**Ready To Get Results**" click on the ☰ and select "**Track**"

4. You will be redirected to the DBS application tracking website which will show you the current stage of the check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Tracking Service

Thank you for using the tracking service

The DBS Application Form xxxxxxxxx was received by the DBS on **18 Jan 2022**. Its current progress is:

Stage 1	(Application Form received and validated):	**Completed on 18 Jan 2022**
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**

5. To track a Basic level application, please open the following link