

Information on the **DBS Check process** can be found on our [DBS Checks webpage](#) – scan the QR code on the right to access this.



Manual DBS ID Check Process Checklist

The checklist below will help you to ensure that you cover all the different stages required to successfully complete the full Manual DBS ID Check process at Middlesex University.

It is essential that you give the time to collect your ID documents and complete the DBS application properly to avoid making any errors. Once the DBS application has been submitted, you will not be able to make any edits or changes. If any errors are found, your DBS application will be cancelled, you'll be issued a new DBS invite, and you'll have to restart the process again from the beginning.

So, take your time to fill in all the information correctly and double-check that all details match the documentation selected.

If any of your details such as your Title, Gender, Name, Date of Birth, Course Name, etc. are incorrect, contact the [MDX DBS & OH Unit](#) to get the information corrected **before** attempting to complete the DBS application.

DBS Update Service (online DBS)

If you already have a DBS Certificate registered to the DBS Update Service, you might not need to undertake a new DBS Check.

If this applies to you, please email a scanned copy of your **DBS Certificate and Photo ID** such as a Passport, Driver's Licence, etc. to DBSIDCheck@mdx.ac.uk

The MDX DBS & OH Unit will perform some checks to see if your DBS Certificate matches your course requirements. If it does, you will be invited to undertake a DBS Update Service check.

DBS Check at MDX

If you do not have a DBS Certificate registered on the DBS Update Service or if your DBS Update Service is not acceptable, you will need to undertake a new DBS Check with the University.

1. Getting Started with your Manual DBS ID Check

Read the guidance on the [DBS Checks webpage](#).

2. Prepare your ID documents and details

Prepare a minimum of 3 valid ID documents for your DBS Check.

- For UK nationals, i.e. those individuals who have a British Passport or a UK Certificate of naturalisation, refer to the [UK nationals list of acceptable documents](#).
- For non-UK nationals, i.e. those individuals with a Passport from another country, refer to the [Other nationals \(Non-UK\) list of acceptable documents](#).

Write down your complete name history from birth. This should be a list of any changes in your name, including 'from' and 'to' dates of when your name was changed. It should also include any different spelling versions or name combinations used throughout your lifetime with dates when these versions were used.

	Write down your 5-year address history. You should prepare a complete list of all your addresses for the last 5 years with 'from' and 'to' dates (including foreign addresses and university accommodation). You cannot have any gaps in this history. The first address to start with is the address you currently live at and then work your way backwards.
3. Activate your DBS account	
	Activate your DBS account by following the instructions in the email sent to you with your login details. Please check your junk/ spam folder as the email may end up there.
4. Complete your DBS application form and upload ID documents	
	Complete the DBS application form , making sure to follow the guidance and tips provided on the form.
	Answer the validation questions relating to your selected ID documents, for example: Is the issue date in the last 3 months? Is it an original? Is your name correct? Is your address correct? Please make sure you answer accurately and truthfully .
	Upload images of your selected ID documents onto your application. Without these images, your DBS application will not be progressed further so it's important you do this.
5. Book and attend ID Check appointments	
Atlantic Data (an online DBS processing organisation) will review your DBS application once you have completed all the steps in section 4 above. If there are no errors, you will be invited to follow the two-step ID check process .	
	Step 1 - Book and attend a virtual DBS ID Check appointment with Atlantic Data (you will be invited to do this) to confirm your details and have your ID documents verified.
	Step 2 - Attend campus for the Physical Documents Check to present the ID documents (originals only) that you used for your DBS Check in person to be authenticated (you will be invited to do this after Step 1 has been successfully undertaken).
	Make sure you read the information sheet for your next steps. Details on how to track your DBS application, what to do if you do not receive your DBS Certificate in the post and more can be found here.
6. Receive your DBS Certificate	
	Receive your DBS Certificate in the post - Once the DBS Service have fully processed your DBS Check, your DBS Certificate will be posted to the address declared on your DBS application. Only one copy is issued and the University does not get a copy so make sure you keep your certificate safe as it will cover you for the full duration of your course.
	Register your DBS Certificate to the DBS Update Service (optional) - For more information go to www.gov.uk/dbs-update-service

You are not DBS cleared until you have carried out all of the different stages listed above. Only the MDX DBS & OH Unit can confirm whether students are DBS cleared.

Contact us if you've got any queries – scan this QR code and ask your questions to the MDX DBS & OH Unit by filling out the ['Contact Us' form](#).

