

DBS Checks for 2021 intake – Applicant Information

DBS checks will be processed by the admissions team.

Once you have met the conditions of your offer and have accepted UCL, you will be contacted by the admissions team with details on how to apply for the DBS check.

UCL uses an umbrella body called Atlantic Data for students to complete DBS checks. Most of the application can be completed online once you are sent the relevant information. However, you will need to attend a post office to complete an ID check. This means that UCL does not need to see your ID documents at any point. For information on the required documents, please see [Documents the applicant must provide](#).

If you are not currently in the UK, we would advise that you wait until you are in the UK to complete the DBS check as this means the certificate can be sent directly to your UK address. However, if this is not possible, please contact the admissions team for more advice on how to complete while overseas. Please note any student requiring a visa cannot complete a DBS check until they have the relevant visa documentation whether they are in the UK or overseas. This may mean that you would need to wait until you have arrived and collected your BRP to complete the DBS application.

For more information about visas, please see [Immigration and visas](#).

Cost

The DBS check is paid for by UCL. However, there is an additional £12.75 fee payable directly to the Post Office for face-to-face ID checks. This will need to be paid for when you take your ID to the post office.

Overseas Police checks

If you have lived overseas, you may need to secure an overseas police check from the countries you have lived in. There is more information for each individual country on [gov.uk](#). You will need to arrange for an official translated copy if the document is not available in English. These certificates should be sent to the admissions team who will record this.

You will be responsible for the cost of any overseas police checks and any translations that are required. This is not paid for by UCL.

If for any reason you are unable to obtain an overseas police check, you will need to advise the admissions team.

Update Service

If you already have a DBS certificate and are signed up to the update service, you should contact the admissions team and provide them with a copy of the certificate, asking them to verify online on the update service. Please note that we can only accept a previous DBS certificate if it is at the required level and you are currently signed up to the update service. If not, you will need to complete a new DBS check.

Once you have obtained a DBS check through UCL, you can sign up to the [update service](#). This costs £13 a year. This may be beneficial to some students who are attending multiple placements or may need a DBS check in their profession after study. The student would be responsible for the cost of

signing up to the update service and it is their choice. You should check with your department whether this would be relevant for your programme.

DBS Certificate

You will be sent your certificate to the current address you list on the DBS application. This is not sent to UCL. You are advised to keep this safe in case you need to show it at any point to your department or your placements.

Guide for applicants: How to complete a DBS check

Please note that these instructions are only relevant for applicants who are currently in the UK.

1. You will receive an email from Atlantic data to your email address which invites you to register on their online system and set up your log in details. You should visit the Atlantic data website via the link in the email to activate your account. You will need to provide your email address and date of birth. You will then be asked to set up a password. Once you have activated your account and set up your password, you should be able to log into the system.
2. Once you are logged into the system, you should have just one option available which is "Complete Application Now". You will also be able to see your details entered by UCL. If any of these details are incorrect, please contact [graduate admissions](#) to have these updated before you proceed.
3. If all the details are correct, you can select "complete the application now" to start the application.
4. You will then be asked to confirm your nationality as being UK, EEA or Other. Depending on the response provided, you will then be shown a suitable selection of ID documents and will need to select three documents for verification. For more information about the documents you can use, please see the [gov.uk website](#). There is also information available on the Atlantic data system.
5. The next screen will be the consent screen where you will need to agree to your data being used by UCL, Atlantic Data and the DBS for the purpose of processing the application.
6. You will then be asked to complete the remainder of the online form with your personal details. This form pulls through the information entered by UCL as part of the e-invitation; if any of this information is incorrect you must contact [UCL admissions](#) straight away to have your application cancelled and reinitiated.
7. You will need to confirm your name history and you can include any additional middle names at this point. There are three fields for middle names. If you have more than three middle names, please include two in each box as necessary to ensure all your names are declared. This should match your ID documents. If you have been known by any other names, these should be included here with the dates to and from.
8. You will need to provide your place of birth, if you type the first few letters of your place of birth the system will provide some suggestions, you will need to select the correct suggestion, and this will auto-populate the County/City field.
9. You will need to provide your current address. If you have lived at your current address for less than five years, you will need to provide all residential addresses chronologically for the past five years. If you need more information about the address history and any unusual addresses, please visit the [gov.uk website](#).
10. The final part of the form involves entering document details for the ID you selected. For example, passport details, bank statement issue date, driving licence details, depending on the documents that you specified.
11. Once you have completed all the information on the online form, you will be encouraged to review the information entered and provide an electronic declaration confirming the

information provided is complete and correct. You also can print this information to retain for your records.

12. Finally, you will receive a confirmation the application has been submitted successfully and the only option available will be to print a referral letter to take to the Post Office with original copies of their ID documents.
13. The referral letter is valid for 28 days and you must visit a Post Office with the letter and your three ID documents within this time. Otherwise your application will be automatically cancelled. If you no longer have the documents or are unable to go to a Post Office in the 28 days, please let [graduate admissions](#) know and they will need to arrange for the application to be cancelled and reinitiated.
14. The referral letter also provides guidance on how to find the nearest branch that offers the DBS & ID Verification Service.
15. Once you have taken the letter and documents to the Post Office, there is no further action that would need to be taken. The application will be submitted through to the DBS automatically.
16. To check on the progress of your application, you can log back into the Atlantic data system at any time. Your certificate will be sent to your current address that you entered on Atlantic data. On average certificates are issued by the DBS within one working week and dispatched using Royal Mail's second-class service. Please bear in mind these timeframes can vary depending on factors such as the number of historical addresses being checked and the speed that a particular police force are processing their checks.

If you have any questions during the process, you can contact the [Admissions team](#).