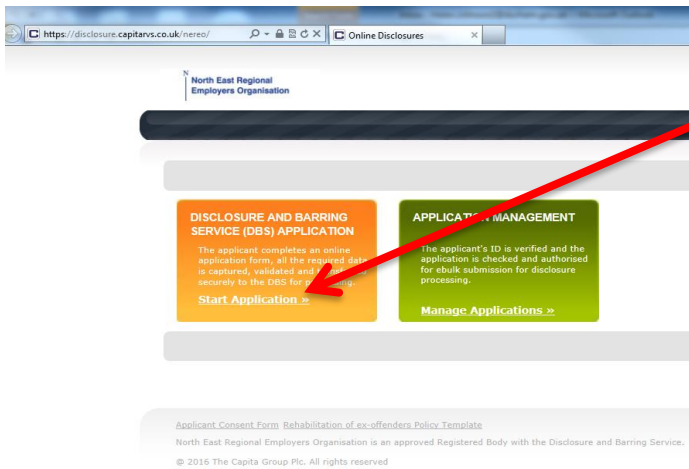
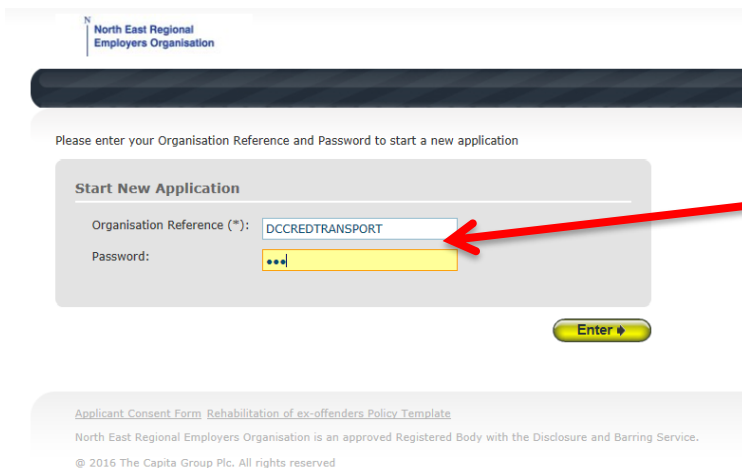


Online DBS application process



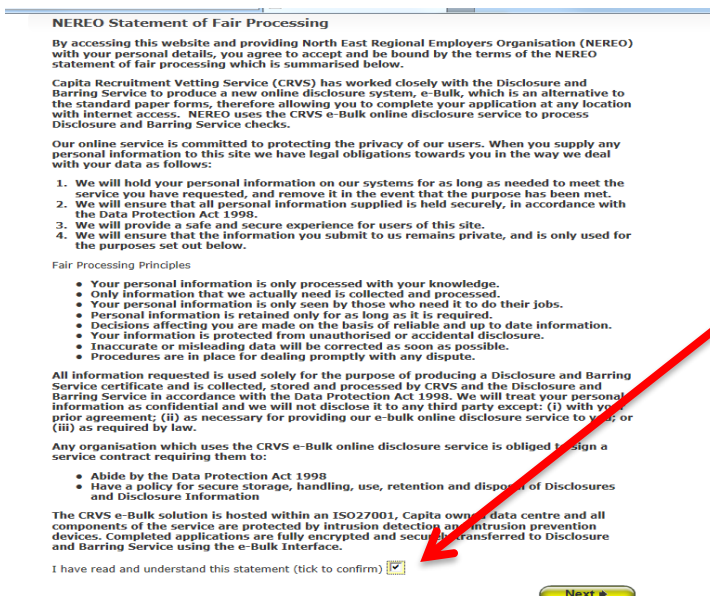
To complete an application from the start click on the orange icon to start application.

NB Applicants can complete the application prior to the verification. To do this they will need the organisation reference and password (see below)



Organisation Reference:
DCCREDTRANSPORT

Password: **DCC**



Click to confirm you have read and understood statement then click 'Next'

North East Regional Employers Organisation

A key requirement of the Certificate process through the Disclosure and Barring Service (DBS) is for your identification to be verified by the organisation requesting this Certificate on you.

If you do not hold at least one of the identification documents listed below you should seek clarification from the organisation requesting this Certificate on you prior to starting your application as you may not be able to submit your application online.

- Current valid Passport
- Biometric Residence Permit (UK)
- Current Driving Licence (UK, Isle of Man/Channel Islands) (full or provisional)
- Birth Certificate (UK & Channel Islands) - issued within 12 months of your date of birth

Sometimes, we might be required to undertake an External ID Verification Validation check. If so this is undertaken independently and may require your consent.

Please read the document DBS list of acceptable identification for details about the identification we require. You can get further guidance about the DBS Certificate process at www.homeoffice.gov.uk/dbs.

Please note, only English language applications can be submitted online - Welsh language applications must be submitted using the paper application route. If you require your certificate to be produced in the Welsh language please do not continue with this online application and contact the organisation requesting this application on you as a Welsh language application form must be completed and submitted to the Disclosure & Barring Service.

I have read and understand this statement (tick to confirm)

[Previous](#) [Next](#)

Click to confirm you have the necessary ID then click 'Next'

1) About You : 2) Address History : 3) Additional Info : 4) Employment : 5) Confirm

The application form is a simple 5 step process, please complete all fields provided. Mandatory fields are denoted by (*)

Information

Middle Names
Please supply all middle names, especially those that appear on your identity documents, e.g. passport, driving licence, birth certificate, etc. Failure to comply will result in delays.

Language
Only English language applications can be submitted online. Welsh language applications must be submitted using the paper application route. If you require your certificate to be produced in the Welsh language please contact the organisation requesting this application on you as a Welsh language application form must be completed and then submitted to the Disclosure & Barring Service.

Minimum age for DBS checks
Someone who is aged under 16 at the time of application is not allowed to apply for a DBS check.

Gender (*):

Title (*):

Forename (*):

Middle name 1:

Middle name 2:

Middle name 3:

Surname (*):

Date of birth (*):

NI Number:

Contact Details

Language (*):

To speed up the resolution of any queries with your application please provide a telephone number or email address we can use to contact you

Telephone No:

If you have an email address please supply this to allow an automated email to be sent to you to confirm your application has been submitted

Email Address:

[Previous](#) [Next](#)

'About You' Section

Enter gender, name, DOB NI number and contact details

North East Regional Employers Organisation

1) About You : 2) Address History : 3) Additional Info : 4) Employment : 5) Confirm

Please enter your current address

Information

Address Dates
There cannot be any gaps or overlaps in your address history. Please ensure that the month and year from a previous address are repeated as the same date at the start of your next address. Students who switch between their permanent residence and educational establishment must enter each address with dates consecutively e.g. parents address Dec 09-Jan 10, University address Jan 10-March 10, parents address March 10-April 10 etc. Do not run addresses/dates simultaneously as your form will be rejected by the DBS.

Postcode
Please ensure you fully enter your postcode, partial postcodes will cause your form to be rejected by the DBS. If you can't remember your postcode use the Royal Mail [UK Postcode Finder](#).

No Fixed Abode UK
If you were of no fixed abode within the UK please enter the nearest hostel address to the location you were based.

Foreign Addresses
If you have travelled overseas and cannot supply the address for a foreign country then please enter "no fixed abode" in address line 1 and town.

Current Address

Address Line 1 (*):

Address Line 2:

Town (*):

County:

Country (*):

UK Postcode (*): [UK Postcode Finder](#)

Date from (*):

[Previous](#) [Next](#)

'Address History' Section

Enter current address information and date from.

NB if address is less than 5 years it will ask for previous addresses. See below

North East Regional Employers Organisation

1) About You : 2) Address History : 3) Additional Info : 4) Employment : 5) Confirm

Please provide your address history covering the last 5 years

You should enter the addresses in chronological order starting with the most recent, your address history needs to include Apr 2011 - present. The dates provided must also be continuous and not contain any gaps.

Click on the 'Add Address' button below to add an Address.

Address	From	To	
			Edit
Add Address			

Information

Address Dates
There cannot be any gaps or overlaps in your address history. Please ensure that the month and year from a previous address are repeated as the same date at the start of your next address. Students who switch between their permanent residence and educational establishment must enter each address with dates consecutively e.g. parents address Dec 09-Jan 10, University address Jan 10-March 10, parents address March 10-April 10 etc. Do not run addresses/dates simultaneously as your form will be rejected by the DBS.

Postcode
Please ensure you fully enter your postcode, partial postcodes will cause your form to be rejected by the DBS. If you can't remember your postcode use the Royal Mail [UK Postcode Finder](#).

No Fixed Abode UK
If you were of no fixed abode within the UK please enter the nearest hostel address to the location you were based.

Foreign Addresses
If you have travelled overseas and cannot supply the address for a foreign country then please enter "no fixed abode" in address line 1 and town.

'Address History' continued

To add a previous address click 'Add Address'

Address History

Address Line 1 (*):

Address Line 2:

Town (*):

County:

Country (*):

UK Postcode (*): [UK Postcode Finder](#)

Date from (*):

Date To (*):

[Save](#)

postcode, partial postcodes will cause your form to be rejected by the DBS. If you can't remember your postcode use the Royal Mail UK Postcode Finder

'Address History' continued

Enter previous address details and click 'Save'

North East Regional Employers Organisation

1) About You : 2) Address History : 3) Additional Info : 4) Employment : 5) Confirm

Please provide your address history covering the last 5 years

You should enter the addresses in chronological order starting with the most recent, your address history needs to include present. The dates provided must also be continuous and not contain any gaps.

Click on the 'Add Address' button below to add an Address.

Thank you, you have completed the 5 year address history. Click next to proceed.

Address	From	To	
			Edit
			Edit Delete
Add Address			

[Previous](#)
[Next](#)

Information

Address Dates
There cannot be any gaps or overlaps in your address history. Please ensure that the month and year from a previous address are repeated as the same date at the start of your next address. Students who switch between their permanent residence and educational establishment must enter each address with dates consecutively e.g. parents address Dec 09-Jan 10, University address Jan 10-March 10, parents address March 10-April 10 etc. Do not run addresses/dates simultaneously as your form will be rejected by the DBS.

Postcode
Please ensure you fully enter your postcode, partial postcodes will cause your form to be rejected by the DBS. If you can't remember your postcode use the Royal Mail [UK Postcode Finder](#).

No Fixed Abode UK
If you were of no fixed abode within the UK please enter the nearest hostel address to the location you were based.

Foreign Addresses
If you have travelled overseas and cannot supply the address for a foreign country then please enter "no fixed abode" in address line 1 and town.

'Address History' continued

Repeat process until 5 years address history is complete.

This green box will pop up once address history is complete

North East Regional Employers Organisation

1) About You | 2) Address History | 3) **Additional Info** | 4) Employment | 5) Confirm

Please complete the following additional information

Place of Birth

Town (*):

County:

Country (*):

Nationality at birth (*):

Have you changed your nationality since birth? (*):

Have you changed your birth surname? (*):

Other Names

Please provide details of any other names used at any time during your lifetime and the dates during which the names were used. Please enter each forename and surname separately using the 'Add Name' button below.

Name	Type	From	To
No records have been created			

Information

Change of name(s)
If you have changed your name at any time during your lifetime, you will need to provide evidence of this to the person who verifies your identification (e.g. by presenting a change of name deed and/or marriage certificate).
Please ensure that where names change they run in date order and with no gaps.

Other names
If you have used any other names at any time during your lifetime please provide them.

Aliases
Please supply details of any alias names you may have used including dates from and to, e.g. William Kennedy as Bill etc within the Other Names section. Failure to do so could cause your application to be delayed or rejected by the DBS.

'Additional Info' Section

Enter place of birth details

Where an applicant has been known by previous names, click on the 'Add Name' button and enter details

North East Regional Employers Organisation

1) About You | 2) Address History | 3) Additional Info | 4) **Employment** | 5) Confirm

Please complete the fields below

Employment Details

Position Applied For (*):

Employer Name (*):

Conviction History

Please refer to: **Rehabilitation of the Offenders Act**. The DBS can no longer remove convictions, cautions and reprimands held on the Police National Computer*

*For exceptions to this legislation or for more information please refer to **Rehabilitation of Offenders Act 1974 at:**
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/299916/rehabilitation-of-offenders-guidance.pdf

Do you have any convictions, cautions, reprimands or final warnings that are not defined as 'protected' by the Rehabilitation of Offenders Act 1974? (*):

Information

Position Applied For
Please select your job role as supplied to you by your current/new employer.
No abbreviations or acronyms are permissible, e.g. Nursery Asst should read Nursery Assistant or SMSA should read School Meals Supervisory Assistant.
If volunteer do not enter just volunteer, please enter in which capacity your job role (e.g. Coach).

Employer Name
This has been defaulted to the organisation you are applying through but can be amended if required.

Conviction History
If you have ever been convicted of a criminal offence or received a caution, reprimand or final warning that is not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198 you must select Yes.
For more information see [Rehabilitation of Offenders Act](#)

'Employment' Section

Enter 'Taxi Driver' in position applied for field

In the conviction history select yes or no if the applicant has any convictions, cautions, warning etc

Then click 'Next'

pitarsvs.co.uk/nereco/applicati

Online Disclosures

Place of Birth

Town:

County:

Country:

Nationality at birth:

Current nationality:

Employment Details

Position Applied For: TAXI DRIVER

Employer Name: DCC RED TRANSPORT

Conviction History

Convictions:

Applicant Consent

By completing this form I consent to the transfer of my information to the Disclosure and Barring Service for the purpose of a Disclosure Application.

I confirm that the information that I have provided in support of this application is complete and true and understand that knowingly to make a false statement for this purpose is a criminal offence.

Please tick this box to indicate your consent:

'Confirm' Section

Check through the application and click to confirm then click 'complete'

Application Complete

✔ Your reference number is

Make a note of this reference and arrange to visit your employer or registered body to have your identification verified, you will need to bring evidence of your identity from the list shown on the right.

ID Document Rules

You will now be required to have your identity verified by the organisation requesting this Application on you in accordance with the DBS ID guidelines. In the event that your identity cannot be verified via the documents you hold (for example, valid Passport, UK Driving Licence, Birth Certificate, UK Residence permit) you will be required to complete a paper application and give your consent to have your fingerprints taken.

For a full list of acceptable forms of identification please read the document [DBS list of acceptable identification](#).

If your fingerprints are required this will require attendance at a Police Station at an appointed time and will add delay into the overall Application and recruitment process. The DBS will contact you directly and explain this process in more detail if required.

Further guidance about the DBS Application process can be accessed at www.homeoffice.gov.uk/dbs.

← Exit

Information

Identity Documents

For a full list of acceptable forms of identification please read document [DBS list of acceptable identification](#).

'Application Complete' Section

You will then be given an application reference number