



# Lions Clubs International British Isles & Ireland

## Summary of DBS Application Process

- Step 1** Applicant request DBS Application form from District VPO/Countersignatory via Club VPO.
- Step 2** Applicant completes DBS Application form, 'Applicants Criminal Record Check (DBS)' consent form<sup>New</sup>, photocopies required identity documents, and submits to Club VPO.
- Step 3** Club VPO records & confirms original identity documents, signs & dates photocopies, completes the 'ID Verifier's Identity Document' confirmation form<sup>New</sup>, completes Section W of the DBS Application form, & forwards the DBS Application, 'Applicants Criminal Record Check (DBS)' consent<sup>New</sup> & 'ID Verifier's DBS Certificate' confirmation<sup>New</sup> forms to District VPO/Countersignatory.
- Step 4** District VPO/Countersignatory checks DBS Application form, 'Applicants Criminal Record Check (DBS)' consent<sup>New</sup> & 'ID Verifier's Identity Document' confirmation<sup>New</sup> forms, photocopies, completes Sections X & Y of DBS Application form & records details in spreadsheet.  
District VPO/Countersignatory forwards completed DBS Application form to DBS & 'Applicants Criminal Record Check (DBS)' consent<sup>New</sup> form to MDHQ to be stored.
- Step 5** Applicant receives DBS Certificate.  
If 'Clear' the applicant shows it to the Club VPO, who records the DBS Certificate Reference Number<sup>New</sup> (the DBS Disclosure Number had been recorded in Step 3) and forwards the 'ID Verifiers DBS Certificate' confirmation form to the MD VPO to be stored<sup>New</sup>.  
Applicant registers with the 'Update Service'<sup>New</sup>.  
If 'NOT Clear' the applicant (previously undertaken by MDHQ) forwards the DBS Certificate to the MD VPO who will forward details (but NOT identity) to the Review Panel. The MD VPO discusses the outcome with the Applicant prior to informing Club's Board of Directors. The DBS Certificate is returned to the applicant.

On a regular basis (probably monthly) the District VPOs/Countersignatories forward the spreadsheet to the MD VPO who 'copies & pastes' into a central record<sup>New</sup>. On receipt of the 'confirmation' from the Club VPO, the DBS



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Certificate Number is entered into the Applicant's details in the central spreadsheet<sup>New</sup>.

It is intended that a computer programme will be written to enable a 'Status Check'<sup>New</sup> to be run against the central spreadsheet – perhaps annually – to keep the individuals criminal record history up-to-date.