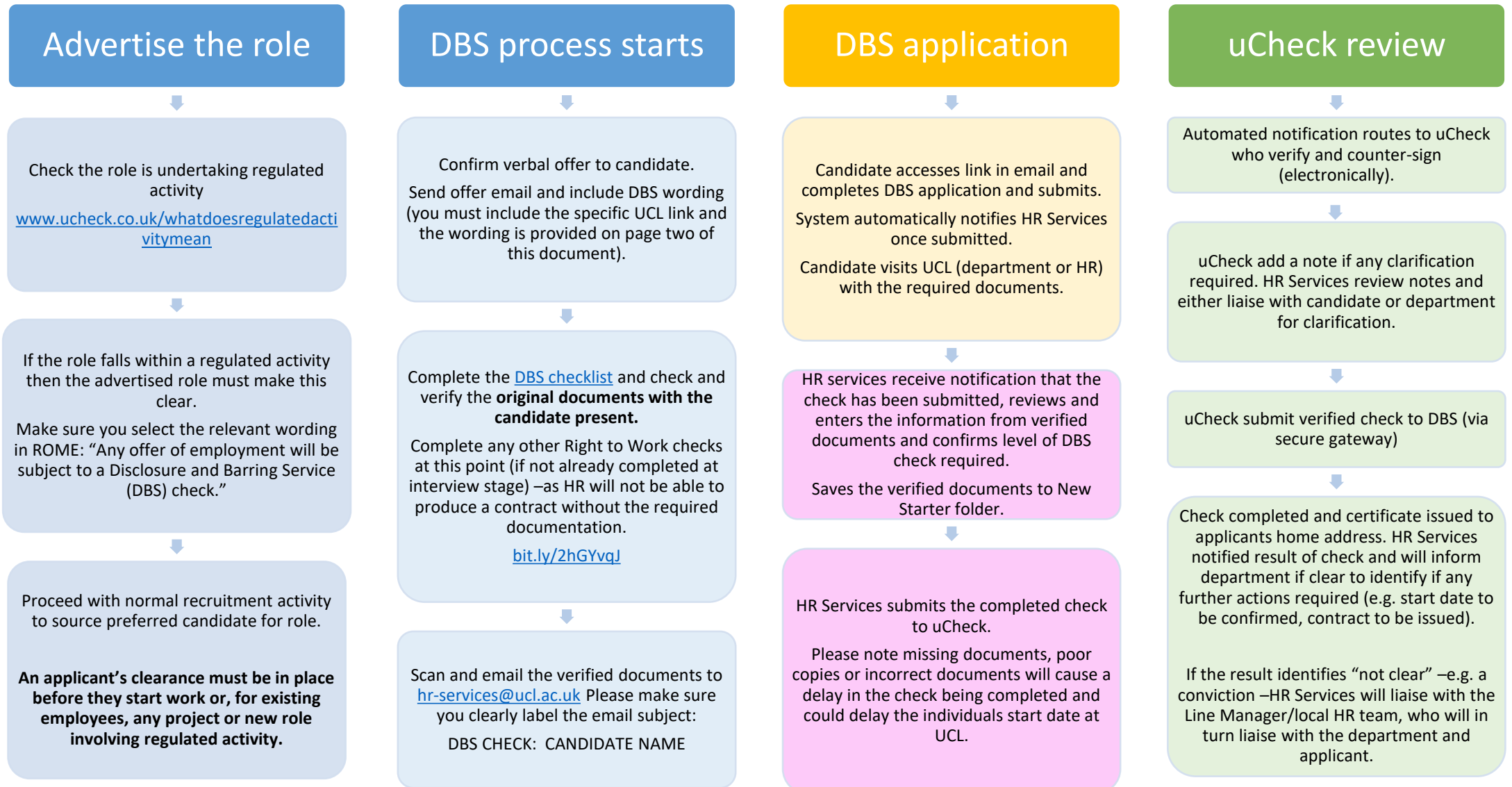


How to obtain a DBS check



KEY

Department

Candidate

HR Services

uCheck / DBS

Please enter this wording into the offer template:

As you are aware this role requires a DBS check. UCL uses an online platform managed by uCheck to complete DBS applications. Please visit the link below to complete your DBS application:

hr-platform.co.uk/individual/application-login/?yRKR9O9bo8EVvDoudPUYAc8MYYEQmgFagAgHrzFKcds%3D

As part of your application you will also need to provide identity documents, as per the DBS guidance:

gov.uk/government/publications/dbs-identity-checking-guidelines/id-checking-guidelines-for-countersignatory-applications

Please bring your **original documents** to your departmental administrator for verification.

Once your DBS application has been submitted and documents provided, it will be approved by a member of UCL HR Services and submitted by uCheck.

Checks via this service are typically completed within one week from submission.

Once completed you will receive a DBS certificate to your home address (as confirmed by you on your DBS application). UCL HR Services will receive confirmation that the check has been completed and whether it is “clear” or “requires review”. If the latter you will be asked to bring your certificate into UCL for a further discussion.