

Guide for UCL current students: How to complete a DBS check

Please note that these instructions are only relevant for students who are currently in the UK. If you are not currently in the UK but think that you may require a DBS check, please contact srs-compliance@ucl.ac.uk for further advice.

1. Your supervisor or a departmental staff member needs to complete a [form](#). This form is to determine the level of check that you require.
2. Once the level of check required is confirmed by SRS compliance, this will be returned to the Student Enquiries Centre (SEC) team who will initiate a DBS application for you.
3. You will receive an email from Atlantic data to your UCL 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.
4. Once you are logged into the system, you can select the ID documents that you wish to use for your application. 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. Please make sure that you select documents that you have readily available as you will also need to show them in person (as explained in paragraph 9).
5. You will then need to complete the remainder of the online form. 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 straight away via [AskUCL](#) to have your application cancelled and reinitiated.
6. 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.
7. 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.
8. 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](#).

9. Once you have **completed the form**, you will need to visit the Student Enquiries Centre and use the in person service for your ID verification. Please only attend the Student Enquiries Centre once you have completed the online application and have all your **original** ID documents available to show in person. These need to be the exact documents you specified; they will not be able to verify any other documents. If you no longer have the documents available, please contact the team using [askUCL](#) .
10. Please check the [Student Enquiries Centre website](#) for their opening hours. The Student Enquiries team can be contacted using [askUCL](#) or by telephone on +44 (0)20 3108 8836.
11. Once your application is complete and your ID documents have been verified in person at the SEC, it will be submitted to the DBS for processing.
12. 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. 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.
13. You do not need to show your DBS certificate to the SEC staff or provide them with the number as this will all be available through Atlantic data. You should keep your DBS certificate in a safe place so it can be shown when requested by your department and any placements.
14. If you do not receive your DBS certificate once it has been issued to the address you included in your application, you may be able to request a reprint. You would need to request this through the [DBS reprint service](#).

If you have any questions during the process, you can contact the SEC team through [askUCL](#) . Any questions relating to the level of check or whether a DBS is required should be sent to srs-compliance@ucl.ac.uk