



Volunteers' Guide to getting a DBS Check

The Disclosure and Barring Service (DBS) is the replacement for the old Criminal Records Bureau (CRB). The new system is slightly easier, and should be more effective. **Please help us by sorting this out. We need as many of our volunteers as possible to have DBS checks.**

The directions below are fairly simple. We use an online system so you need access to a computer connected to the internet. If you have any questions or need help with this please contact Kathy Smith (or Mandy Sherrard) at Wakefield Baptist Church, tel 01924 382966 Mon-Thurs, 9.30am-4pm.

1. **Note** that you can't save part-completed online applications. Be prepared with the following information (if relevant to you):
 - your addresses covering the last 5 years and the dates you lived there;
 - the dates of any changes of name;
 - your place of birth, and your National Insurance number.
2. Go to <https://disclosure.capitarvs.co.uk/cas>
 - Click on 'Start Application' at the bottom of the orange box
 - Our Organisation reference is BAP1728
 - The password is BAPTIST1728
3. You will need to tick the box to agree to the CRVS Statement of Fair Processing on the next page and then check that you have the ID required on the next page – tick the box again if yes and click on Next.
4. The next pages are all very easy:
 - Fill in your personal info – name, date of birth, NI number
 - Address history (5 years)
 - Additional info – place of birth, nationality, any name changes
 - Employment Details – please enter **Night Shelter Volunteer**
 - Details of any unspent criminal convictions
5. Finally there will be a summary page. You will need to tick the consent box at the bottom and click **Complete**.
6. After this **you will need to come to WBC to see Kathy in the office. She will need to see your original identity documents, and then she will complete the online process.**

Thank you