



# DBS/PVG Application Step by Step guide

Updated Aug 2025

**Special Olympics**  
Great Britain



## DBS

An online DBS check can be completed by accessing the internet from any device that has this facility. This includes a smart phone, tablet, laptop or PC. Please be aware that you must complete your application form in full as part completed application forms cannot be saved. For PVG Guidance see section 5 of this document.

For more information about background checks, safer recruitment and our policies and procedures, click [HERE](#)

## Part 1 - Application – 10 mins to complete.

**Step 1** - Click this link [www.carecheck.co.uk/applicant-login/](http://www.carecheck.co.uk/applicant-login/)

**Step 2** - scroll down the page and check the Important note box and click complete your check.

**Step 3** - Click 'Start Application' in either Standard/Enhanced DBS Application or Basic Application

**Step 4** - In Organisation Reference enter SOGB27415MONTHLY, when asked for a code, leave it BLANK and click 'Start'.

**Step 5** - Review Statement of Fair Processing, check the box if you have read and understood the statement, click 'Next'.

**Step 6** - Review the statement about ID checking and verification, check the box if you have read and understood the statement, click 'Next'.

**Step 7** - Complete 'About You' information and click 'Next' once complete.

**Step 8** - Complete 'Address History' information and click 'Next' once complete.

**Step 9** - Complete 'Additional info' section and click 'Next' once complete.

**Step 10** - Complete 'Employment details' information (This section is about your role with Special Olympics GB) Enter the role that you are going to be doing with your accredited programme.

**Step 11** - Complete 'Convictions' section and click 'Next' once complete.

**Step 12** - Review all of the information that you have entered, if all correct, click 'Complete'. If you notice any incorrect information, just click 'Edit' next to the relevant section.

**Step 13** - Once happy with your information, click 'Complete'.

**Step 14** - You will be issued with a Reference Number - please take a note of this.

Once you do this, we will get a notification to verify your application. Once we verify, you will be sent a link that will allow you to go through ID verification.



## Part 2 - ID check & verification – 10 mins to complete.

Once your DBS application has been verified by Special Olympics GB National Office, you will receive an email with a link to go through the ID check and verification. Please follow the instructions once the link has been clicked.

You are best to go through this, if you can, on a phone or tablet as you can use your camera to provide photos of your relevant ID.

Please note that the ID documents you are using must match the information you have provided on the application form. For example, your driving licence must have your current address on it, your passport must be in the correct name and have the correct date of birth, any financial statements or utility bills must be in the correct name, have your current address and be in date (if denoted with \* issued in the last 3 months, if denoted with \*\* issued in the last 12 months).

## DBS List of Acceptable Identification – 3 documents to be seen

Group 1 Primary Identity Documents	
<ul style="list-style-type: none"> <li>• Current valid Passport</li> <li>• Biometric Residence Permit (UK)</li> <li>• Current Driving Licence – photo card (UK / Isle of Man / Channel Islands and EEA) (Full or Provisional)</li> <li>• Birth Certificate (UK / Isle of Man / Channel Islands) (Issued within 12 months of birth) Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions &amp; HM Forces. (Photocopies are not acceptable)</li> <li>• Adoption Certificate (UK / Channel Islands)</li> </ul>	
Group 2a Trusted Government Documents	Group 2b Financial & Social History Documents
<ul style="list-style-type: none"> <li>• Current Driving Licence – photo card only (All Countries except Group 1) (Full or Provisional)</li> <li>• Current Driving Licence – paper version (UK / Isle of Man / Channel Islands / EEA) (Full or Provisional)</li> <li>• Birth Certificate (UK / Isle of Man / Channel Islands) (Issued after the time of birth)</li> <li>• Marriage / Civil Partnership Certificate (UK / Channel Islands)</li> <li>• HM Forces ID Card (UK)</li> <li>• Fire Arms Licence (UK / Isle of Man / Channel Islands)</li> <li>• Immigration document, work permit or VISA (Issued outside of EEA) (Valid only for roles whereby applicant is living and working outside of UK.)</li> </ul>	<ul style="list-style-type: none"> <li>• Mortgage Statement (UK or EEA) **</li> <li>• Bank/Building Society Statement (UK, Channel Islands or EEA) *</li> <li>• Bank/Building Society Account Opening Confirmation Letter (UK) *</li> <li>• Credit Card Statement (UK or EEA) *</li> <li>• Financial Statement e.g. pension, endowment, ISA (UK) **</li> <li>• P45/P60 Statement (UK / Channel Islands) **</li> <li>• Council Tax Statement (UK / Channel Islands) **</li> <li>• Utility Bill (UK) - Not Mobile Phone *</li> <li>• Benefit Statement (UK) e.g. Child Allowance, Pension *</li> <li>• Document from Central/ Local Government/ Government Agency/ Local Authority (UK / Channel Islands) * e.g. DWP, Employment Service, HMRC, Job Centre, Social Security</li> <li>• EEA National ID Card – must be valid</li> <li>• Cards carrying the PASS accreditation logo (UK / Isle of Man / Channel Islands) – must be valid</li> <li>• Irish Passport Card – must be valid (Cannot be used with an Irish Passport)</li> <li>• Letter from Head Teacher or College Principal (16-19 year olds in full time education in the UK)</li> <li>• Non-EEA Bank/Building Society Statement *</li> </ul> <p>Valid only for roles where applicant is living and working outside of UK – Branch must be located in the country in which the applicant lives and works</p>

<p>Please note if a document in the List of Valid Identity Documents is:</p> <ul style="list-style-type: none"><li>• Denoted with * - issued in the last 3 months</li><li>• Denoted with ** - issued in the last 12 months</li></ul>	



## Part 3. What to do when you receive your certificate

DBS Applications typically take around 2-3 weeks to be processed and for certificates to be issued. Certificates will be sent directly to the applicant at the address provided in the application. Once you receive your certificate, there are a few important steps to take:

### 1. Register your certificate with the DBS Update Service

All SOGB volunteers with an Enhanced or Enhanced with Barred list DBS Check are required to register with the DBS Update Service (this is free for volunteers). This allows applicants to keep their DBS up-to-date and employers to check the status of a DBS certificate. By registering, you are giving SOGB consent to check your DBS certificate status online at least every six months for the remainder of your time volunteering with SOGB. More information on the steps to achieve this can be found [HERE](#).

Please note that registration must take place within 30 days of your certificate issue date.

You should keep the original certificate in a safe place as you may be required to provide evidence of it in the future as the certificate linked to the DBS Update record.

### 2. Present your certificate to your Club Safeguarding and Welfare Officer or Club Main Contact

Once you have received your paper certificate, you must present this to your Club Safeguarding and Welfare Officer ('SWO') or Club Main Contact for verification. They will make a record of having seen it, including name, date of birth, date of issue, certificate number, certificate type, position applied for, whether any information is recorded and the date of verification. You should keep your certificate for future reference as SOGB are not permitted to retain the certificate or a copy of it.

## Part 4. Guidance for Club SWO's/Main Contacts

It is important that the legitimacy of Volunteer DBS certificates is verified by your club. Volunteers are required to present their DBS certificate to either the Club SWO or Club Main Contact (whoever manages this process within your club) for them to record the relevant details.

**Step 1. The SWO/Main Contact must record the following details and keep securely.**

- Volunteer Name
- Volunteer DOB
- Certificate Number
- Certificate Date of Issue
- Certificate Type (Basic, Enhanced, Enhanced with Barred lists, etc.)

- Position applied for
- Update Service (Y/N)
- Any Content/information recorded (convictions/barring decisions)
- Date Verified

These details should be securely recorded on a password protected document, or where required, on a paper file that is kept securely (e.g. locked away).

**Step 2. Email the above details to [safeguarding@sogb.org.uk](mailto:safeguarding@sogb.org.uk)**

These details will be securely logged on our membership management system and will be used to check the Update Service where appropriate.

## PVG Guidance (Scotland)

If you live in or are volunteering in Scotland you may require a PVG Check with Disclosure Scotland. The following SOGB roles are eligible for a PVG check:

Assistant Coach	Driver (Sole charge of children and PA)	Nurse
Athlete 121 Support	First Aider	Paramedic
Athlete Escort	Head Coach	Physiotherapist
Coach	Health Athlete Coach / Assistant Coach	Poolside Volunteer
Competition and Coaching Advisor	Helper in Water	Safeguarding And Welfare Officer
Competition Delegation Members	Lifeguard	Young Athlete Coach / Assistant Coach
Doctor	Motor Activity Training Programme Coach	

The SOGB Safeguarding Team has an account with Disclosure Scotland and can initiate the background checks with them. If you require a PVG check, please email [safeguarding@sogb.org.uk](mailto:safeguarding@sogb.org.uk) and request a PVG check.

The SOGB Safeguarding Team will need to see certain forms of ID and take some details from you to complete the application.

Once complete, you will receive an email from Disclosure Scotland with an activation link which will take you through the rest of the application process.

Once you have received your PVG scheme conformation, you are required to email a copy of this to [Safeguarding@sogb.org.uk](mailto:Safeguarding@sogb.org.uk) and your Club Safeguarding and Welfare Officer or Club Main Contact





If you have any questions about any of the above, please contact [safeguarding@sogb.org.uk](mailto:safeguarding@sogb.org.uk) or call the SOGB Safeguarding Number during office hours on: 07383 389663