



## How to complete the Online DBS form

You will be sent an email with two links and your login details.

The first link will take you to the online form, and the second link will take you to the GOV.uk website about DBS checks.

The first time you log in to the online form you will need to create some memorable information. You will be asked the answer to this each time you log into the system as well as your username and password

### Filling in the online form:

#### Page 1

Fill in the form

Title	<input type="text" value="Ms"/>
Forename	<input type="text" value="EXAMPLE"/>
Surname	<input type="text" value="NAME"/>
Middle name 1	<input type="text" value="TEST"/>
Middle name 2	<input type="text"/>
Middle name 3	<input type="text"/>
Date of birth	<input type="text" value="1989-06-14"/> 
Gender	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female
NI number	<input type="text" value="AB1234567C"/>

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Telephone No.

Enter the telephone number below, select the country and click "OK"

Number

Country

OK

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Language Preference

Address Line 1

Address Line 2

Town / City

County

Postcode

Country

At current address since



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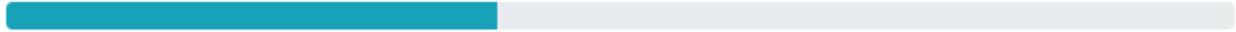
Save to return later

Save and go to Next screen

This page tells you which position you're applying for and our organisation name.

This will be pre-set by us and you do not need to change it.

## Details for which Application is being requested



Position applied for

CHILD AND ADULT WORKFORCE - TAXI DRIVER

Organisation name

BRISTOL CITY COUNCIL

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Cancel and go to Previous screen

Save to return later

Save and go to Next screen

Click 'Save and go to next screen'

If relevant, add in the extra information.

Don't forget you must declare any previous names you have had including where there have been different spellings of your name, as well as making sure you give us a full 5 year address history.

Surname At Birth

Surname at birth (if different)	<input type="text" value="Previous-surname"/>
Used until	<input type="text" value="2000"/> 

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Other Names

1. If you have been known by any other surnames you must enter them [here](#)
2. If you have been known by any other forenames you must enter them [here](#)

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Previous Addresses

Have you lived anywhere other than your current address in the last five years?

1. If you have lived at other addresses in the last five years you must enter them [here](#)
2. [Then click here](#) to check sufficient address information has been provided

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Place of Birth

Please enter town / city names and county / district names in full as recorded on your Birth Certificate

Town / City	<input type="text" value="Bristol"/>
County / District	<input type="text"/>
Country	<input type="text" value="United Kingdom"/> 
Nationality	<input type="text" value="British"/>

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Do you have any convictions, cautions, reprimands or final warnings, which would not be filtered in line with current guidance?

Yes  No

For more information regarding the filtering rules of a criminal record please visit:  
<https://gov.uk/government/collection/dbs-filtering-guidance>

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**Declaration by Applicant:**

I confirm that the information I have provided in support of this application is complete and true and understand that knowingly to make a false statement for this purpose is a criminal offence.

Yes  No

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**Consent of Applicant to DBS:**

I consent to the DBS checking the details I have provided in support of this application against the data sources specified, in order to verify my identity and process this application. These details may be recorded and used to assist other organisations for identity verification purposes, such as the Home Office and other associated public bodies.

Yes  No

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**Privacy Acknowledgement:**

I have read the Standard/Enhanced Check Privacy Policy for applicants <https://www.gov.uk/government/publications/dbs-privacy-policies> and I understand how DBS will process my personal data and the options available to me for submitting an application.

Yes  No

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Electronic Results:

I consent to the DBS providing an electronic result directly to the Registered Body that has submitted my application. I understand that an electronic result contains a message that indicates either the certificate is blank or to await certificate which will indicate that my certificate contains information. In some cases the Registered Body may provide this information directly to my employer prior to me receiving my certificate.

Yes       No

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Cancel and go to Previous screen

Save to return later

Save and go to Next screen

If the system detects an error or requires any further information, an error message will appear advising you of the area requiring further information

Once you have completed the form you should get a confirmation message:

secure.mapitandgo.co.uk says

Stage 1 of the process is now complete, your application has been sent to your employer/Registered Body for countersigning.

Before your application can be submitted to the DBS for processing, identity documents must also be entered into the system by the organisation you will be working with. Therefore if you have not already provided your identity documents to your employer, please do so.

You can now close this page.

OK

You will then see the summary pages. Check that this information is complete and correct, then click 'Submit form'. You will then get this confirmation message:

The online form will be sent to us. You will need to send us photos of your ID, and we will arrange a meeting to validate your ID.