

Disclosure and Barring Application process

The Disclosure and Barring Service (or DBS) is a government body that will provide the enhanced disclosure revealing:

- Spent and unspent convictions, cautions, reprimands and warnings held on the Police National Computer.
- Information from the Independent Safeguarding Authority barred lists.
- Any relevant non-conviction information held by local police forces.

Why we require an enhanced DBS check

Legally any person working with vulnerable adults or children requires an Enhanced Disclosure to show if they have a criminal record or are on a barred list for working with one of these groups. It is essential that we protect the people we support and, therefore, we need to take into consideration all aspects of a person who may support them, including their past.

There are certain categories of previous convictions that would normally prevent you from working with vulnerable people.

How to complete the online DBS application:

Please [click here](#) to open a list of acceptable DBS documents. All documents need to be verified in person by your manager (this is typically done at interview stage).

To apply online you need access to a computer and an email address (the online application is recommended as it is easier and quicker). You are guided through each step of the process via the online tools to ensure that your application is complete and accurate.

Online application is a three step process:

1. Complete personal details online
2. Select ID for verification using the online help tool
3. Take the selected original documents to a Dimensions office for verification by a Dimensions' manager

To commence your online DBS application press 'CTRL' and click on the link below or type the address into your internet search bar.

<https://www.gbg.onlinedisclosures.co.uk>

You will be taken to the site of TMGCRB, our partner for online DBS applications and you need to click on 'Register' to start the process off.

When asked for Organisation pin number – please enter 112301

When asked for a secret word – please enter dimensions (all lower case)

Help and support

TMG are a leading provider of online DBS checks in the UK. TMG offer phone and email support throughout the process to applicants. They can be contacted on 0845 251 5000 and online@tmgcrb.co.uk

The DBS Administration team helpline is available between 8.30am – 5.30pm Monday to Friday, with a 24-hour messaging service.