

## How to submit your online DBS application

### Before submitting your online application, please ensure you have the following:

- Ensure you have read the role guidance and are clear which role you are applying for.
- Have a debit or credit card to hand ready for payment as these are the only accepted method of payment at Step Two (please visit the FAQ page on this website to see the prices).
- Log in to the online DBS system eBulkPlus using the '**Capita Organisation Reference**' provided in Step Two and leave the password section blank.

### Please note:

- Within eBulkPlus you will be asked to supply:
  - A telephone number. This would preferably be a mobile phone number where possible to ensure that any queries with your application are dealt with in a timely manner. If you allow SMS alerts, this will be our primary method of contact.
  - An email address. We recommend you do so, as you will then receive an email with details on how to track your application. The email will be sent 48 hours after completion of Step Three.
- Your application form is not complete until online payment has been made. Please note, after payment has been made you will be redirected back to eBulkPlus; **you must then complete the declaration at the bottom of the page to fully submit your application.**
- Please be advised that your DBS application is non-refundable. This will mean that any fee already paid is forfeited if an application is withdrawn by Security Watchdog, part of Capita plc or yourself.