

Quick Guide to a DBS Application

Your Methodist DBS needs renewing every 5 years. If you notice or are notified that your DBS needs renewing and you are still in a post that requires a DBS, please contact one of the following:

Stephanie Field – Circuit Safeguarding Officer

Your Minister

They will require the following information.

Your full name, including title

Date of Birth

Email address

Telephone number

Role for which you require your DBS

Then they will set you up and Due Diligence Checking (DDC) who process our DBS' will send you an email asking you to enter more personal information and 3 documents to verify your identity.

Once you have done this please contact one of the people above (or Linda Bulled – Only for Lidlinton LEP Sam Ware – Only for Putnoe Heights) to verify your documents. During the pandemic, the documents can be scanned, photocopied, or photographed and sent to the verifier. In due course the original documents will need to be seen.

Once the document check is completed, you should get a paper certificate (an email will also be sent to you if you selected that when inputting your information) and the Superintendent Minister will also get notification, which he will pass onto the appropriate Minister and Safeguarding Officer.

It is an easy process, but should you have any problems please feel free to contact either

Stephanie Field 07522 928936 or DDC 0116 2603055, DDC answer the phone very quickly and are extremely helpful.

Stephanie Field 03/12/2020