

DBS Checking

(England and Wales,
Isle of Man and Channel Islands)

Guide for Members

(Updated 19.03.2025)

For questions when completing the DBS application, contact uCheck:

0300 140 0022

info@ucheck.co.uk

Introduction

“All adult members working with children or youth must have a criminal records check before an eligible calling is extended. If a member does not have a criminal records check noted on their membership record, the Church will apply for a criminal records check with the member’s consent. The member is not given an eligible calling or assignment with children or youth until the criminal records check is completed.” (*The Church of Jesus Christ of Latter-day Saints in the UK, Safeguarding Policies and Procedures*)

DBS and uCheck

Criminal record checks are carried out by the Disclosure and Barring Service (DBS) for people living or working in England, Wales, the Isle of Man, and the Channel Isles.

A DBS check discloses a person’s criminal convictions and cautions, plus other information relevant to the role they will be undertaking.

DBS is also responsible for maintaining the Adult’s and Children’s Barred Lists – a list of individuals who are barred from working with children or vulnerable adults.

uCheck is an approved DBS umbrella body. uCheck provide the online DBS application portal.

You can find further information about DBS checks and uCheck at:

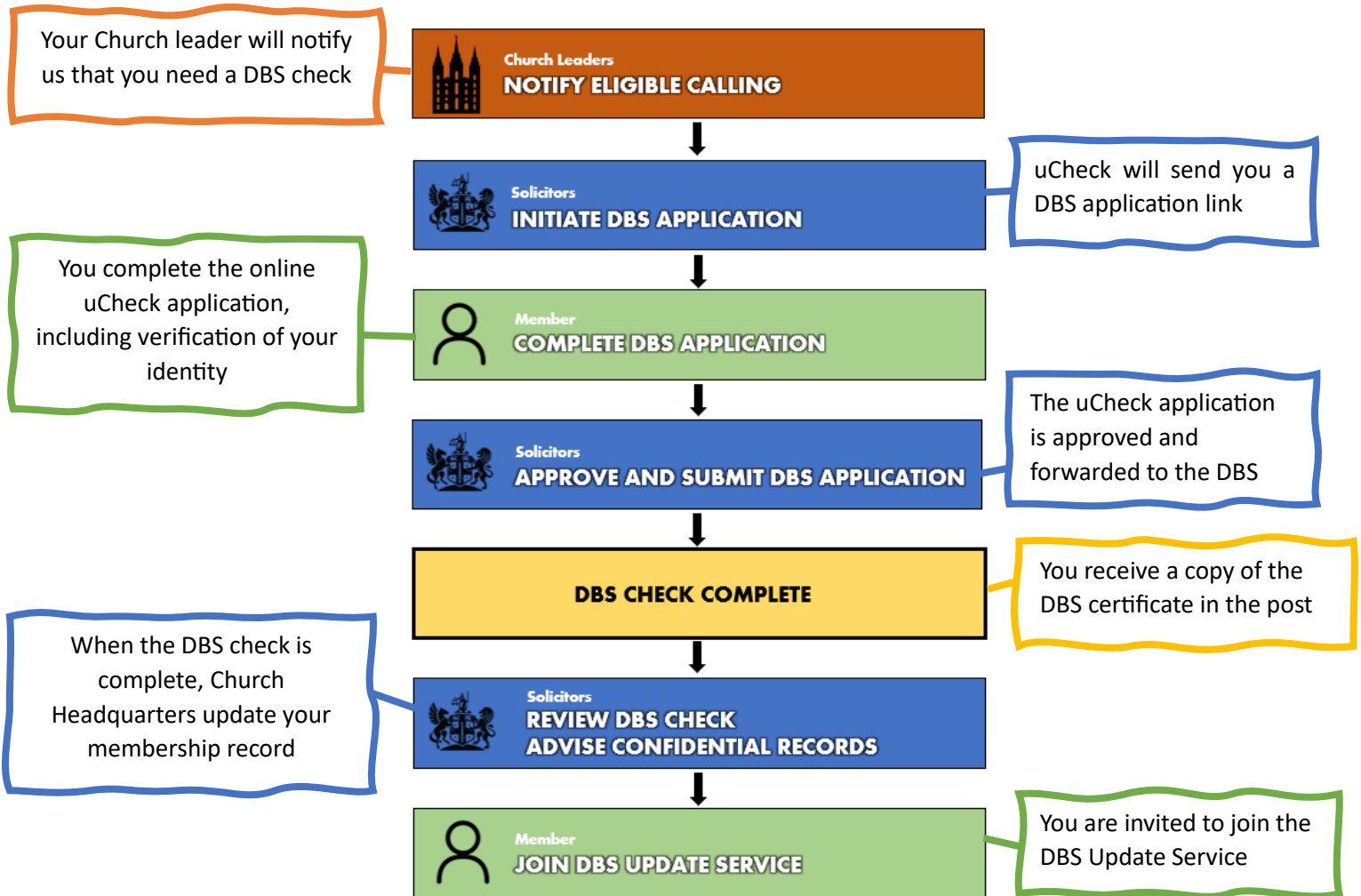
- www.gov.uk/db
- www.ucheck.co.uk/faq

For questions when completing the DBS application, contact uCheck:

0300 140 0022

info@ucheck.co.uk

Process overview



For questions when completing the DBS application, contact uCheck:

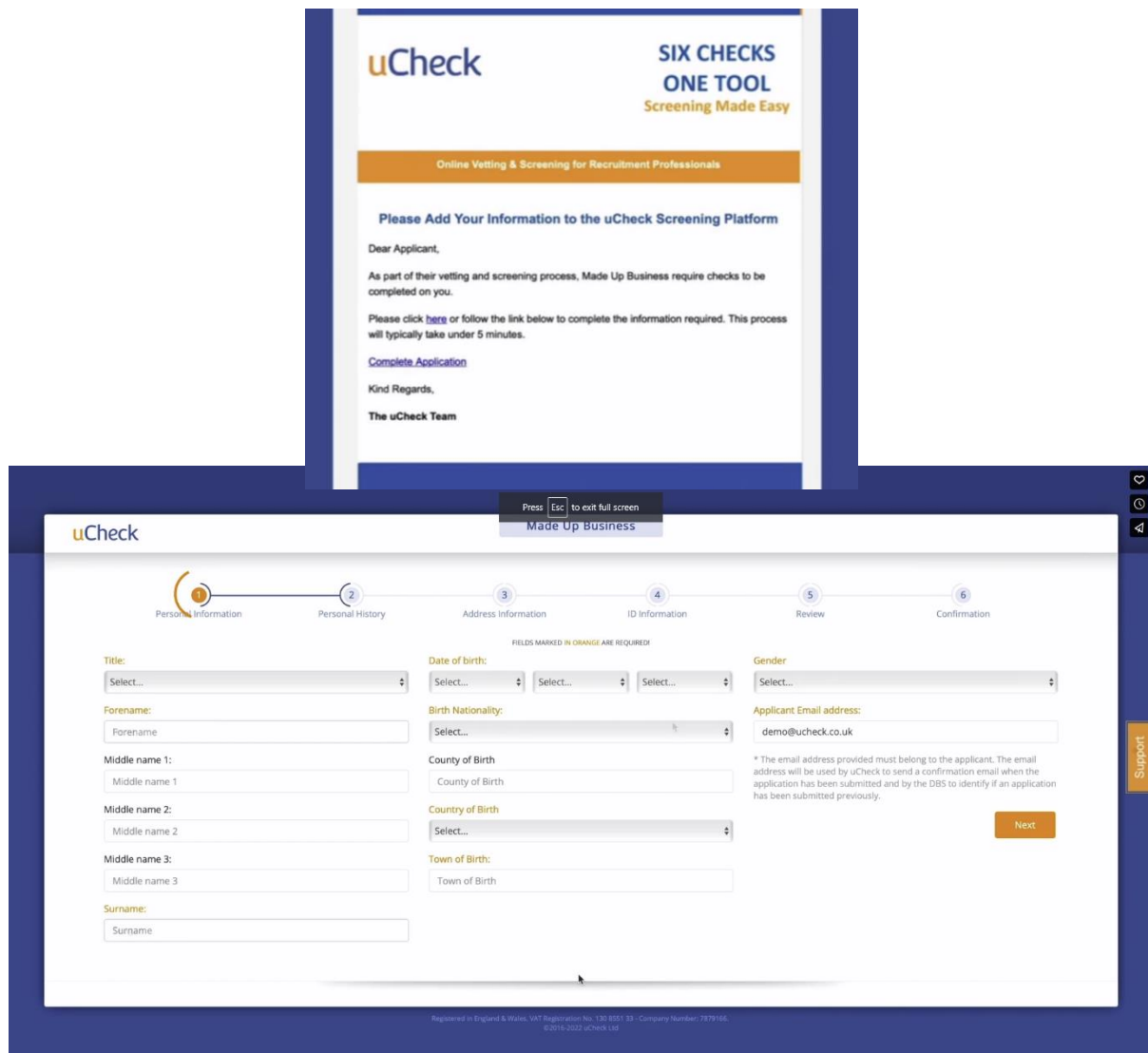
0300 140 0022

info@ucheck.co.uk

Step-by-Step Guide

Step 1 – Complete the DBS Application

You will receive an email from uCheck granting access to their online DBS application portal. You complete the application, including verification of your identity (using Yoti or Post Office EasyID).

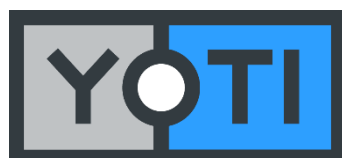


The screenshot displays the uCheck application portal. At the top, it says "uCheck SIX CHECKS ONE TOOL Screening Made Easy". Below this, it reads "Online Vetting & Screening for Recruitment Professionals". The main heading is "Please Add Your Information to the uCheck Screening Platform". The text addresses the applicant, stating that Made Up Business requires checks to be completed. It provides a link to "Complete Application" and signs off as "The uCheck Team".

The registration form below includes the following fields:

- Title: Select...
- Forename: Forename
- Middle name 1: Middle name 1
- Middle name 2: Middle name 2
- Middle name 3: Middle name 3
- Surname: Surname
- Date of birth: Select... Select... Select...
- Birth Nationality: Select...
- County of Birth: County of Birth
- Country of Birth: Select...
- Town of Birth: Town of Birth
- Gender: Select...
- Applicant Email address: demo@ucheck.co.uk

A "Next" button is located at the bottom right of the form. A "Support" link is visible on the right side of the page. At the bottom, it states "Registered in England & Wales, VAT Registration No. 130 8551 33 - Company Number: 2579166 © 2015-2022 uCheck Ltd".



Step 2 – DBS certificate issued

For questions when completing the DBS application, contact uCheck:

0300 140 0022

info@ucheck.co.uk

DBS will send the original DBS certificate to you.

- If the DBS certificate is clear – Church Headquarters will be notified and your membership record will be updated.
- If the DBS certificate shows adverse entries, you will be contacted by your Bishop or Stake President.



Step 3 – DBS Update Service

Please join the DBS Update Service, which will allow you to keep your DBS status up to date. You must register for the DBS Update Service within 30 days of the certificate being issued. This is an essential step and must not be overlooked. There is no cost for volunteers.

Register here - <https://www.gov.uk/dbs-update-service>



FAQs

For questions when completing the DBS application, contact uCheck:

0300 140 0022

info@ucheck.co.uk

Why have I been asked to obtain a DBS check?

Your calling has been identified as eligible for a DBS check.

I have an existing DBS certificate; will the Church accept that?

If you have joined the DBS Update Service, this may be accepted. Please consult your Ward Clerk

Do I have to get a DBS check?

No, if you do not consent, a DBS check it will not be undertaken. DBS checking is entirely voluntary. However, you will not be given a calling or assignment with children or youth.

Will the outcome of the DBS check be shared with anyone?

Church Headquarters will be notified when a "clear" DBS check is issued, and they will update your membership record.

What happens if the DBS check shows adverse entries?

If your DBS check identifies any convictions, cautions, warnings or reprimands, your Bishop or Stake President will meet with you to discuss.

Will my personal data be shared with anyone? How long will it be stored?

Your name and email address will be shared with uCheck. uCheck will destroy all data three months after your DBS check is complete.

https://www.ucheck.co.uk/wp-content/uploads/uCheck_Applicant_Privacy_Policy_v1.4.pdf

DBS will hold and process your data in accordance with their Privacy Policies.

<https://www.gov.uk/government/publications/dbs-privacy-policies>

For questions when completing the DBS application, contact uCheck:

0300 140 0022

info@ucheck.co.uk