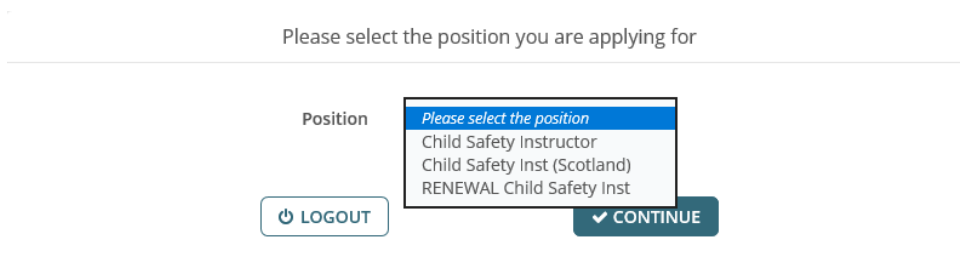


## Instructions on how to apply for a DBS (Disclosure & Barring Service) check

Please follow the link below to start the check.

[www.cataphract.co.uk/cvs/dhltacsdbcs](http://www.cataphract.co.uk/cvs/dhltacsdbcs)

- When ready, click '**PROCEED TO LOGIN**' and then '**PROCEED**'
- Accept the terms & conditions and click on '**CONTINUE**' (Please note, you will not have to pay for the DBS check, DHL will accept the cost).
- Select the position from the dropdown box and then '**CONTINUE**'



Please select the position you are applying for

Position

Please select the position  
Child Safety Instructor  
Child Safety Inst (Scotland)  
RENEWAL Child Safety Inst

LOGOUT

CONTINUE

Please note down the session code as you are able to log back in.

When you have completed and submitted your application, the TACS team will receive a message to verify your ID.

You will then receive an email confirming Cataphract have received your check, when it was submitted to the DBS, when the certificate was issued and the certificate number.

You will receive your DBS Certificate to the address you listed as your current residence. If you move address after your application, or make address errors on the DBS, then a new check will have to be completed and will charge your employer the processing fee again.

### **You will need the following information to start your application:**

- Full name and changes in name
- Your email address so we can keep you up to date with progress
- Contact telephone numbers
- Your passport, date of birth and place of birth
- Your address details dating back 5 years (with no gaps - but overlaps are allowed)
- Details of any names you have used other than your current ones and dates used from and to
- Your National Insurance Number
- Your driver's licence (if you have one)



If you don't have one or more of these, other documents may be provided.

[Click here to find out what documents you can use.](#)

If you don't receive your certificate, you can track the application [here](#) and or to request a reprint within 3 months please go [here](#)

**Please Note:**

- Once Cataphract have received your application and verified documents it can take **at least 4 weeks** for you to receive your certificate.
- When your certificate is issued, the TACS team will be notified and receive all the information on your certificate electronically.
- **You do not need to send in a copy of your certificate unless requested to by the TACS controller.**

If you would like more information about the DBS process please visit:

<https://www.gov.uk/government/organisations/disclosure-and-barring-service>