

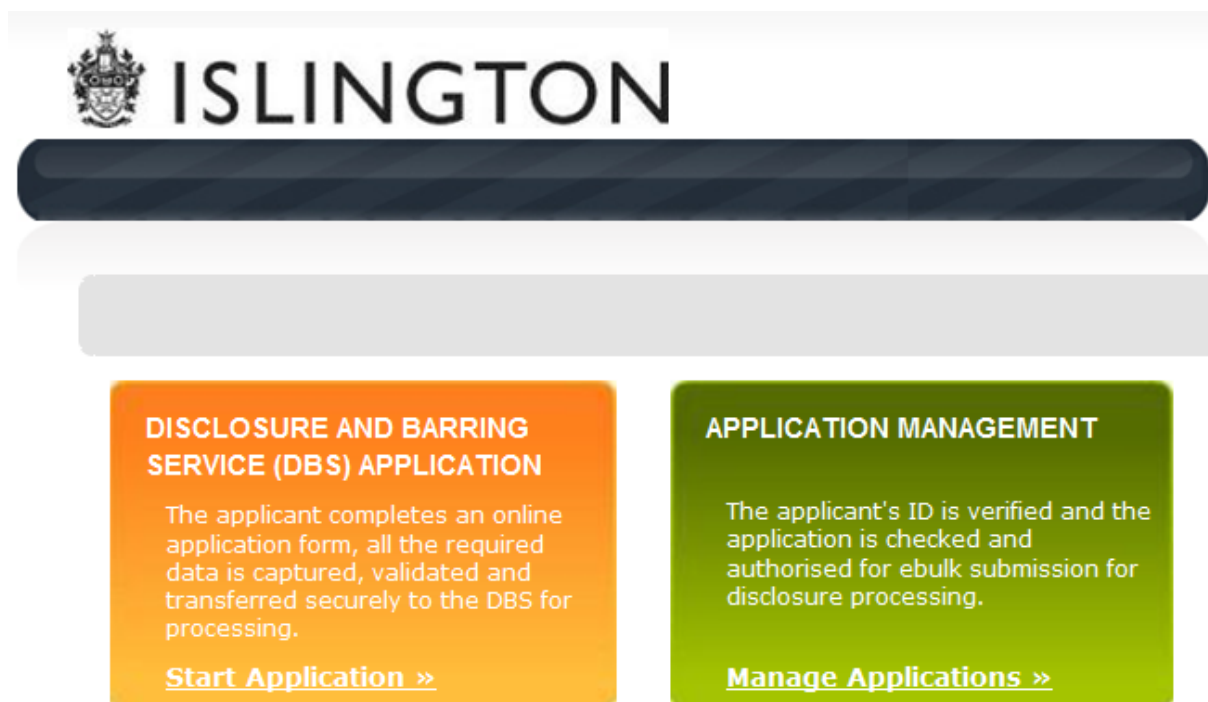
## DBS ONLINE APPLICATION - PROCESS


You will be required to complete an enhanced DBS Application online for your voluntary work at Highgate Primary School.

To start your DBS application please enter the following address in the web browser:

<https://disclosure.capitarvs.co.uk/islington/>

Please then click on 'Start Application' in the orange box.



 ISLINGTON

**DISCLOSURE AND BARRING SERVICE (DBS) APPLICATION**

The applicant completes an online application form, all the required data is captured, validated and transferred securely to the DBS for processing.

[Start Application »](#)

**APPLICATION MANAGEMENT**

The applicant's ID is verified and the application is checked and authorised for ebulk submission for disclosure processing.

[Manage Applications »](#)

Once you have done this you will need to enter the following details to start your DBS online application:



# ISLINGTON

Please enter your reference number and password to start a new application.

### Start New Application

Organisation Reference (\*):

Password:

Enter ▶

**Organisation Reference:** HIGHGATE

**Password:** Highgate

After you have completed your application ensuring that all fields are completed correctly, please submit your application form. This will be sent to the school/HR who will be able to complete the next stage.

For the next stage you will be required to bring the following original documents into the school office:

- Proof of identity (**Passport / UK birth Certificate / Photo Id UK driving licence with the associated Counterpart Licence**).
- Proof of address (e.g. 2 utility bills, credit card statement, council tax statement).
- Meeting the requirements of the Asylum & Immigration Act 1996 (proof of right to work in the UK / Valid Visa (indefinite leave/settlement) - (if applicable).

A full list of valid documents can be found on a separate document – please find attached.