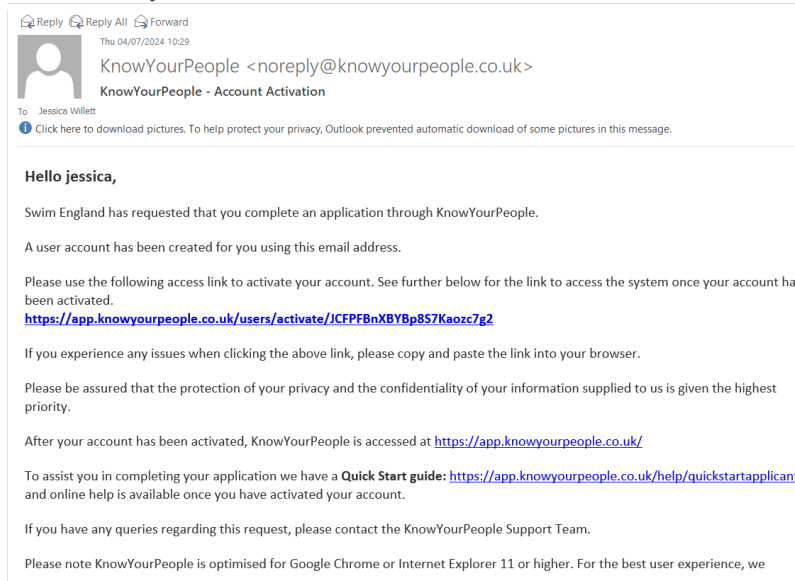


Know Your People – Applicant Guide

Once you have received your activation email to access your application you will have access to the Know Your People DBS service to complete your application. Every time you login to your application you will be sent a code as part of two-factor authentication. This will be sent to the email address your application is set up under.

If you have not received your activation email, please contact your club/swim school to request that this is sent to you.

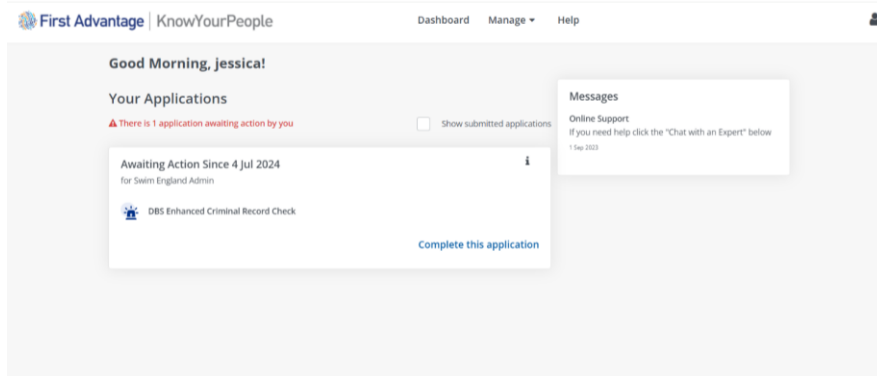


Click below for KYP login page.

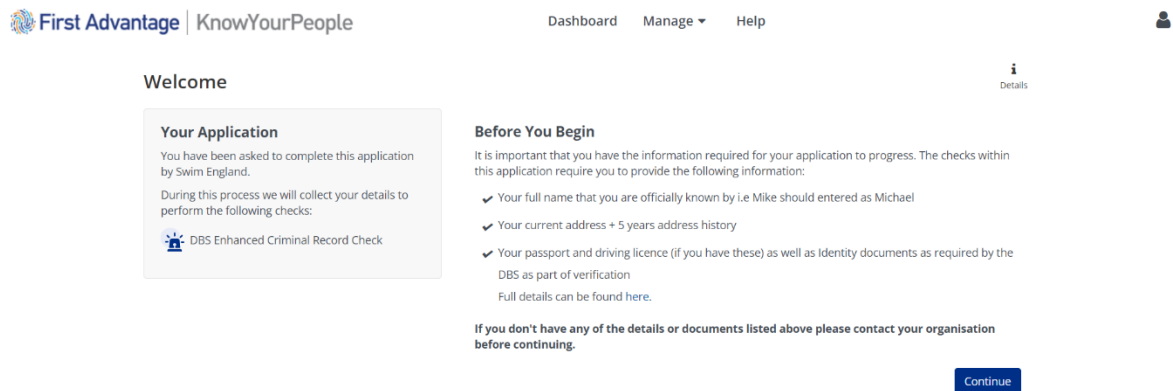
Know Your People - Login

Completing your application

Once logged in, select 'Dashboard'. A page will appear like the one below. Select 'Complete this application'



On the next page ensure you have the required information for the application as stated. If you do select 'Continue'.



You then need to read the 'Statement of Fair Processing' and if you are happy, tick the boxes as required and select 'Agree' at the bottom of the page. If you do not agree please select 'Decline'.

Next, you will be required to input your details including names, historical names, address, birth details etc.

The screenshot shows the 'Application Form' page with the 'Name' section. The page has a header with 'Application Form' on the left and 'Save' and 'Details' icons on the right. The 'Name' section includes instructions: 'Please enter your name and associated details. Shortened names, nicknames and initials should not be used unless these are stated on your Identity Documents. For DBS applications. A confidential checking process exists for transgender applicants who do not wish to reveal details of their previous identity to the person who asked them to complete an application for a disclosure. Please contact the Sensitive Team on sensitive@dbs.gsi.gov.uk. Your organisation can then remove this check from your application if needed.'

The form fields are:

- Gender:** Radio buttons for 'Male' and 'Female'.
- Title:** Buttons for 'Mr', 'Mrs', 'Miss', 'Ms' and a dropdown menu for 'Others'.
- First name:** Text input field containing 'Jessica'.
- Middle names:** Text input field containing 'Middle name'.
- Surname:** Text input field containing 'Willett'.

When inputting your address you will need to input your postcode, select 'Find Address'. This will bring up a list of addresses where you can select yours from the list. If your address does not appear in the list, select 'Enter Manually' which will allow you to type your full address in the boxes displayed.

If your address is outside of the UK please select 'Address outside of the UK?' (This is underneath the postcode search). Some boxes will then appear to allow you to input your address.

The screenshot shows the 'Application Form' page with the 'Address' and 'Birth Details' sections. The page has a header with 'First Advantage | KnowYourPeople' on the left, 'Dashboard | Manage | Help' in the center, and a user icon on the right. The 'Address' section includes instructions: 'Please enter the details for your current address. A full 5 years address history, of where you have lived since 4 Jul 2019, must be provided. There should be no gaps in the address history. It is possible for addresses to overlap. If you were a student during this time, your term-time addresses must also be included. If you spent time travelling abroad during this time but held a current address in the UK then you do not need to include the address(es) of the places you stayed whilst abroad. However, if you did not hold UK address during this time, then you should provide the details of where you stayed. If you lived in emergency accommodation during this time, enter the name of the shelter/home you were living in.'

The form fields are:

- Address:** Text input field for 'POSTCODE' with a 'Find Address' button. Below it is a checkbox for 'Address outside of the UK?'.
- Birth Details:** Text input field for 'Date of Birth' (format DD / MM / YYYY), text input field for 'Town of Birth', dropdown menu for 'Country of Birth', and dropdown menu for 'Birth Nationality'.

A 'Chat with an Expert' button is visible in the bottom right corner.

5 years of address history is required. If you have lived at your current address for less than five years then the screen will appear like the one below. Select 'Add Previous Address' to allow you to add any other address you have lived at in the past 5 years.

Not sufficient address history

Sufficient address history

Address history should cover 5 years

Once you have input all the details as requested select 'Next'.

Please note: If you wish to come back to your application at a later date you can click 'Save' in the top right hand corner of the page. It will then save the details so when you log back into the application you will not need to input the details again.

This stage requires you to check that the position on the DBS check is correct and answer the question 'Are you a UK national?' Once you have completed this section select 'Next'.

This will open up the page where you need to select the three ID documents you wish to use as your verified documents. You will need to select at least one document from group 1 (Please note: you can select more than one ID document from group 1) and then the remaining documents can be selected from group 2a and 2b.

Please note: You can use ID documents that are in your previous name, however you will need to supply at least one ID document that is in your current name.

Once you have finished selecting your documents it will then take you through each document you selected requesting you to input information from that document.

DBS Criminal Record Check Verification Process

 Details

Applications > 980MZYV

0 of 3 documents selected

As part of the DBS Enhanced application process, you must provide a range of ID documents that you are able to present to the verifier. Please make sure that your documents match the criteria specified next to the document and also the below criteria:

- At least one document contains your current address
- At least one document provides your Date of Birth
- All documents must be in your current name

Note: the verifier will need to be in **physical possession** of the documents you have selected. All documents must be original, photocopies and documents downloaded from the Internet cannot be accepted.

Please select the **documents you own** and can present during verification.

Group 1



Passport

- Issued in any country
- Must be valid



Biometric Residence Permit

- Issued in the UK



Driving Licence - Photocard

- Must be current and valid
- Issued in the UK, Isle of Man or Channel Islands
- Must be a photocard driving licence (not the paper counterpart)
- Full or provisional



Birth Certificate

- Issued within 12 months of birth
- Issued in the UK, Isle of Man or Channel Islands - including those issued by UK authorities overseas, for example embassies, High Commissions and HM Forces



Adoption Certificate

- Issued in the UK or the Channel Islands

[Back](#)

[I cannot select any of these documents](#)

The final stage of the application is to check all the information you have inputted is correct. It will show you a summary of all your information, if all of it is correct go down to the bottom of the page to complete the declaration. You will need to tick the box to say you agree, select 'Confirm Declaration' and then click 'Confirm and Submit'.

Please Confirm Your Details

 Save

 Details

Valid From 22 Nov 2019

Birth Certificate



Date of Issue 16 Apr 2002

- Issued within 12 months of birth
- Issued in the UK, Isle of Man or Channel Islands - including those issued by UK authorities overseas, for example embassies, High Commissions and HM Forces

Change Verification Document Selection

You can reselect the verification documents by clicking on the button below.

[Change Verification Document Selection](#)

Please arrange to take the above documents with you to the verification meeting.

DBS Declaration by applicant

I declare that I have provided complete and true information in support of the application and I understand that knowingly making a false statement for this purpose is a criminal offence.

I confirm the documents that I have chosen to provide for the verification meeting meet the below criteria:


- At least one document contains your current address
- At least one document provides your Date of Birth
- All documents must be in your current name


Confirm Declaration

[Back](#)

[Confirm and Submit](#)

Once your application has been successfully submitted the screen below will appear. You will now need to provide the club/swim with the three original ID documents you selected so they are able to verify your application and it can be submitted to be processed.

First Advantage | KnowYourPeople Dashboard Manage Help 



Thank you

Your application has been submitted

What happens next?

Your application will now be processed and your organisation will be informed once it is complete.

Make a change

If you've spotted something wrong with your application you can re-open your application by clicking the button below.

[Make changes to my application](#)

[Return to Dashboard](#)