The AP Registry

When the DBS applicant pack sent to all prospective students

Students return the completed DBS application form, together with documentary evidence and proof of payment to the Student Registry as soon as possible

The Student Registry checks the form and completes Sections W and X

All original ID documents are returned to the applicants. Copies are retained by the Registry in case the DBS has any queries at a later date

The University DBS Counter-Signatory signs and completes the form before forwarding to the DBS

The DBS will take up to 4 weeks to process your application

The DBS will send one copy of the Disclosure Certificate to the applicant. The applicant then has the following options:

**Option One: Subscribe to the DBS Update Service**

The applicant subscribes to the Update Service and then informs the Student Registry of their Certificate Disclosure Number. The Student Registry uses this to check the status of the Disclosure online

**Option Two: Send your Disclosure Certificate to the Student Registry**

The applicant sends their certificate to the Student Registry, who will make a copy and then return the original

When the Student Registry has either seen the original Disclosure Certificate or checked the status online through the Update Service, Graduate Admissions will be informed of the result