

How to apply for a DBS

A step-by-step visual guide from your myAthletics profile to your completed check.

The process takes **52 short steps** across 6 stages. Every step has a screenshot and a plain-English instruction, so you can follow along on screen. This guide shows the process on a computer; the same steps apply when using your phone.

Before you start: what you'll need

Your identity documents

Your passport and driving licence, if you have them.
Your Biometric Residence Permit or National ID Card, if you have them.
Other accepted options include a Citizen Card, Post Office PASS card or Young Scot card.

Your address history

Your current address plus a full 5 years of address history.
There should be no gaps. Include term-time addresses if you were a student.

Your personal details

The full name you are officially known by (for example, enter Mike as Michael).
Your National Insurance number, if you have one.
Details of any convictions or cautions, if applicable.

Your email and a camera

Access to your email: a verification code is sent every time you log in to First Advantage.
A phone or computer with a camera for your document and face scans.

Your journey at a glance

1	Start in myAthletics	Steps 1–4	Log in, answer the DBS questions and request your DBS.
2	Set up First Advantage	Steps 5–12	Follow the email link, create your account and log in.
3	Give your consent	Steps 13–16	Read the welcome page and agree to the statements.
4	Verify your identity with Yoti or Post Office	Steps 17–42	Check your passport, a second document and scan your face – or verify in person at a Post Office.
5	Complete the DBS application form	Steps 43–47	Enter your personal details, addresses and contact details.
6	Check, submit and finish	Steps 48–52	Review everything, submit and wait for your result.

Start in myAthletics

Log in, answer the DBS questions and request your DBS.

STEP 1

Login to MyAthletics Portal

Log into your myAthletics portal and complete the DBS requirements shown below.

You can find this within your profile or within your My Coach/Official Licence.

myAthletics Portal

My Profile

Personal Details

Date of birth: 05/01/2005

Registration: Competitive Athlete

Expires on: 31/03/2027

DBS: Current (expires on 29/11/2026)

Discipline: N/A

Primary Event: Hammer

DBS requirements have recently been updated in line with regulated activity guidance. Under the new approach, individuals working directly with under-18s will continue to require a DBS check and roles that do not require a DBS check will instead complete a simple self-declaration process. For more information [click here](#).

Do you coach Over 18s only? Yes No

Contact Details

Mobile Number

Emergency Contacts

MY PROFILE

MY ATHLETE RECORD

MY COACH LICENCE

PAYMENTS & ORDERS

MY EMAILS

PASSWORD & SECURITY

COMMUNICATION PREFERENCES

CODES OF CONDUCT & LICENSING

SIGN OUT

If you are within a role that requires a DBS or self declaration you will need to answer the these questions

STEP 2

Complete the DBS Questionnaire

Answer the questions shown on screen.

If you are within a role that requires a DBS or self declaration, you will need to answer these questions.

myAthletics Portal

My Profile

Personal Details

Date of birth: 05/01/2005

Registration: Competitive Athlete

Expires on: 31/03/2027

DBS: Current (expires on 29/11/2026)

Discipline: N/A

Primary Event: Hammer

DBS requirements have recently been updated in line with regulated activity guidance. Under the new approach, individuals working directly with under-18s will continue to require a DBS check and roles that do not require a DBS check will instead complete a simple self-declaration process. For more information [click here](#).

Do you coach Over 18s only? Yes No

Do you Coach under 18s for an average of 3x a month or more or supervise under 18s overnight between the hours of 2am and 6am? Yes No

Contact Details

Mobile Number

Emergency Contacts

MY COACH LICENCE

PAYMENTS & ORDERS

MY EMAILS

PASSWORD & SECURITY

COMMUNICATION PREFERENCES

CODES OF CONDUCT & LICENSING

SIGN OUT

If you are within a role that requires a DBS or self declaration you will need to answer the these questions

STEP 3

Apply for DBS

Click 'Apply for my DBS'.

myAthletics Portal

Expires on 31/03/2027

DBS Current (expires on 29/11/2026)

DBS requirements have recently been updated in line with regulated activity guidance. Under the new approach, individuals working directly with under-18s will continue to require a DBS check and roles that do not require a DBS check will instead complete a simple self-declaration process. For more information [click here](#).

Do you coach Over 18s only? Yes No

Do you Coach under 18s for an average of 3x a month or more or supervise under 18s overnight between the hours of 2am and 6am? Yes No

Are you carrying out your coaching in a paid role? Yes No

A paid role means any position where you receive payment, salary, fees, or regular financial benefit for your work. This must be declared, as it is a legal requirement for DBS. If you are in a paid role, you will be responsible for covering the cost of any required DBS check and will need to pay online as part of your application process.

Apply for my DBS Click to apply for your DBS

Contact Details Edit

Mobile Number Emergency Contacts

Email

Address

CODES OF CONDUCT & LICENSING

SIGN OUT

myMembership

MY PROFILE

MY ATHLETE RECORD

ROLES

COURSES

EVENTS

QUALIFICATIONS

EMAILS

RECORD OF EXPERIENCE

MEMBER BENEFITS

CLUB TRANSFER

Help & Support

CONTACT US

FAQS

USEFUL DOCUMENTS

TERMS OF USE

PRIVACY POLICY

STEP 4

Successful application message

Please check your email for a message from First Advantage.

If you do not receive this message, please contact enquiries@englandathletics.org

myAthletics Portal

Expires on 31/03/2027

DBS Current (expires on 29/11/2026)

Your DBS application has been requested, please check your emails for an email from First Advantage to start your application.

Please check your email for an email from First Advantage.

If you do not receive this message please contact enquiries@englandathletics.org

Contact Details Edit

Mobile Number Emergency Contacts

Email

Address

Equality & Diversity

Sex at birth Female Nationality English

Ethnicity White background: English, Welsh, Scottish, Northern Irish or British Disability Non-Disability

Religion No Religion / Atonetic

CODES OF CONDUCT & LICENSING

SIGN OUT

myMembership

MY PROFILE

MY ATHLETE RECORD

ROLES

COURSES

EVENTS

QUALIFICATIONS

EMAILS

RECORD OF EXPERIENCE

MEMBER BENEFITS

CLUB TRANSFER

Help & Support

CONTACT US

FAQS

USEFUL DOCUMENTS

TERMS OF USE

PRIVACY POLICY

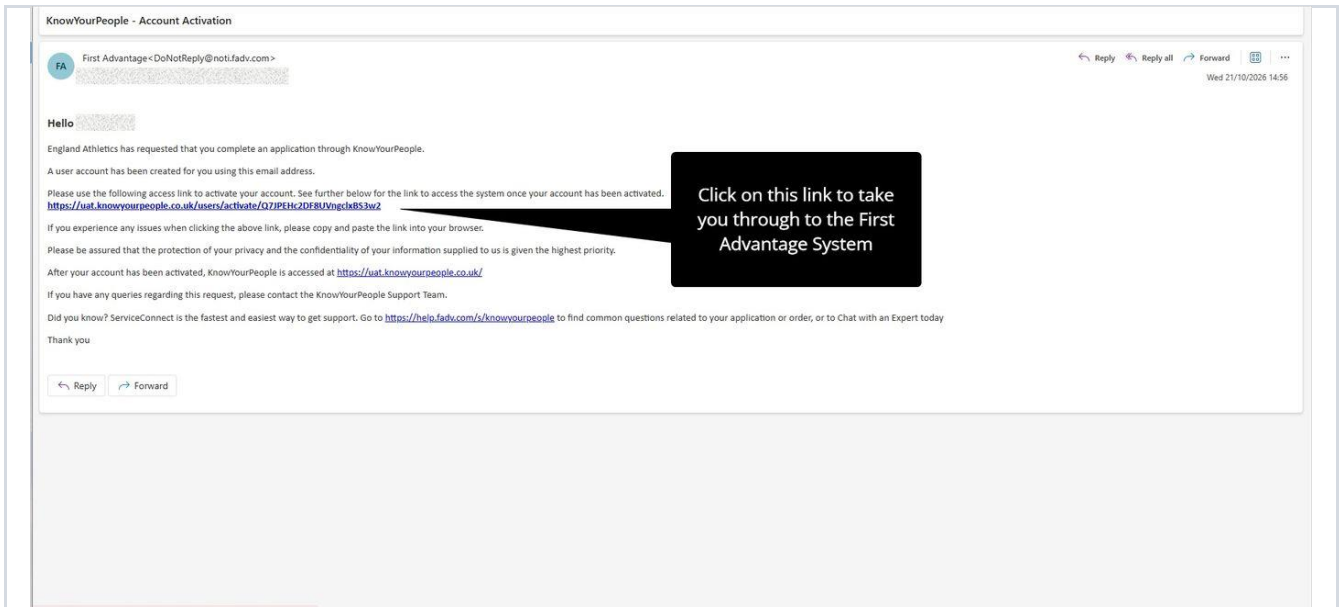
Set up First Advantage

Follow the email link, create your account and log in.

STEP 5

Check your email & click on the link

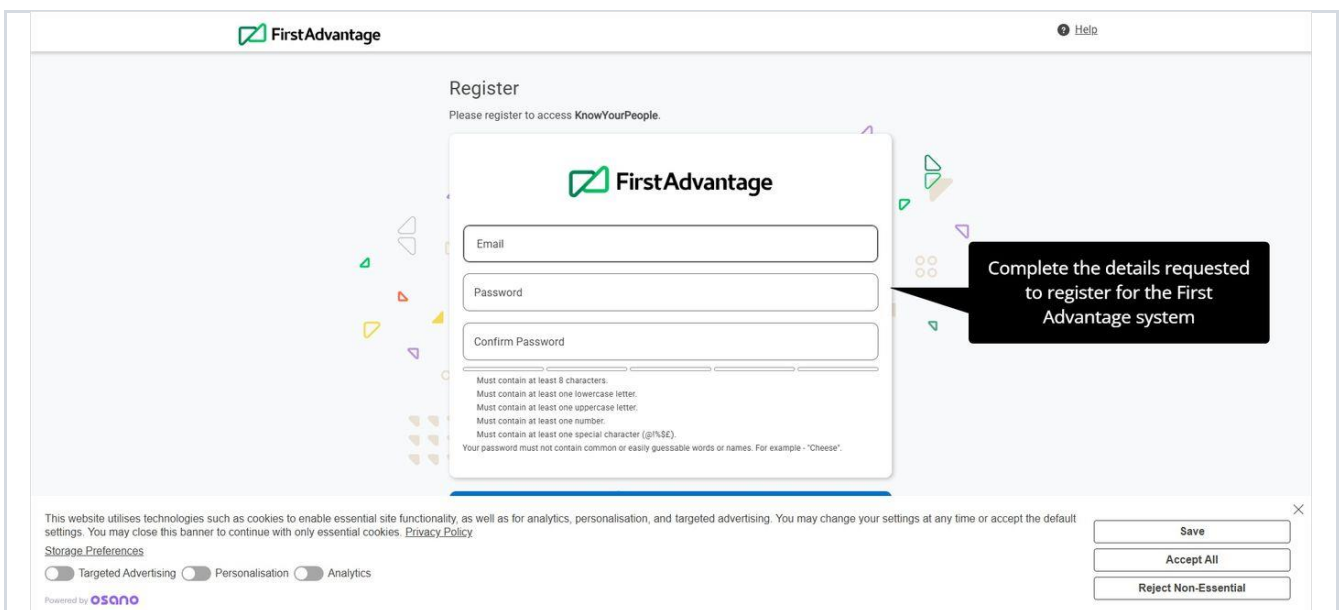
Click on the link in the email to go through to the First Advantage system.



STEP 6

Register for First Advantage

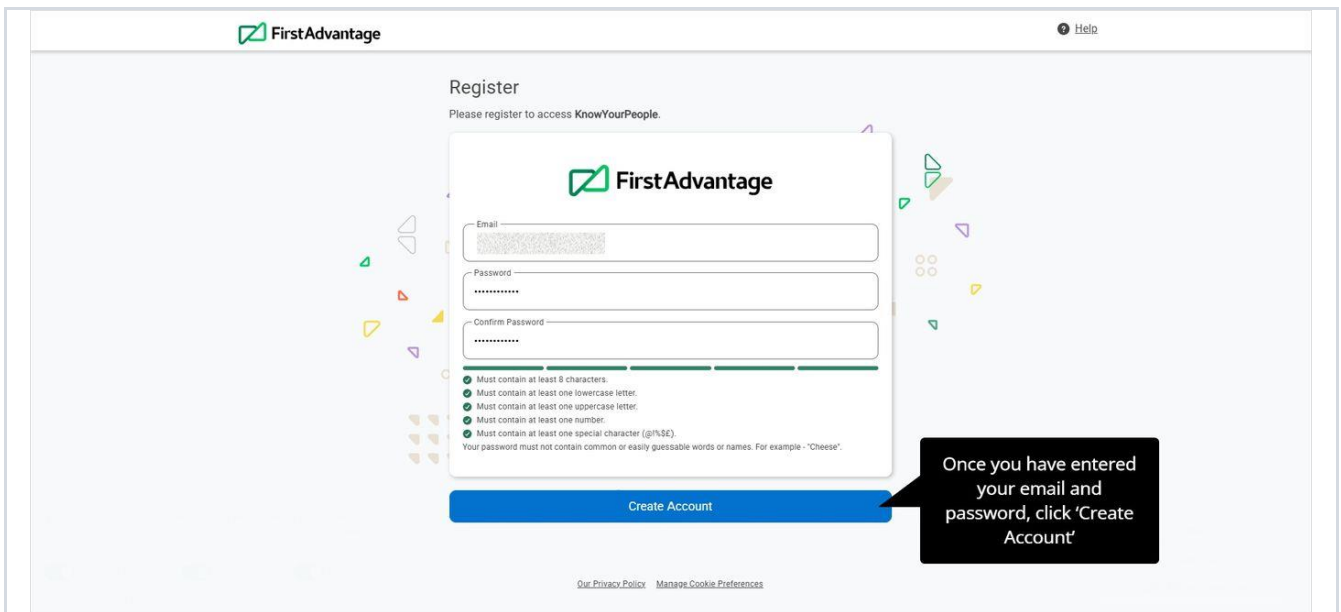
Complete the details requested to register for the First Advantage system.



STEP 7

Register for First Advantage

Once you have entered your email and password, click 'Create Account'.

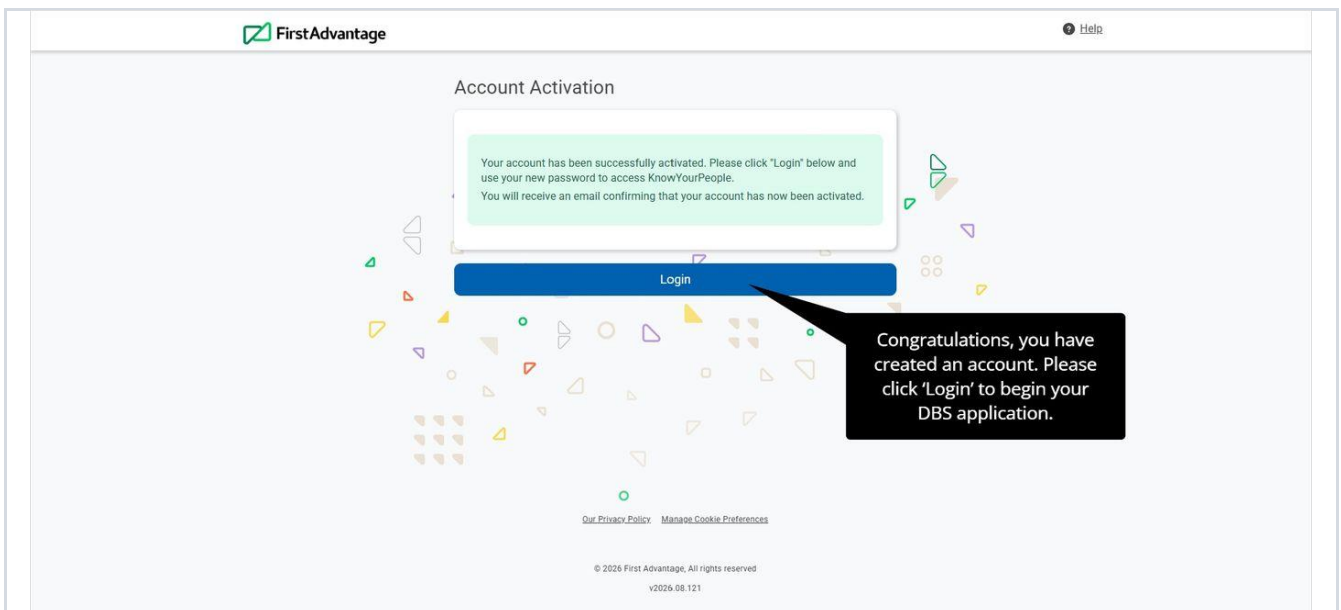


The screenshot shows the First Advantage registration page. At the top, the First Advantage logo is on the left and a 'Help' link is on the right. The main heading is 'Register', followed by the instruction 'Please register to access KnowYourPeople.' Below this is a registration form with three input fields: 'Email', 'Password', and 'Confirm Password'. The 'Password' field has a strength indicator bar below it. To the left of the form are several colorful geometric shapes. Below the form, there are five password requirements listed with green checkmarks: 'Must contain at least 8 characters', 'Must contain at least one lowercase letter', 'Must contain at least one uppercase letter', 'Must contain at least one number', and 'Must contain at least one special character ([!@#\$%])'. A note states: 'Your password must not contain common or easily guessable words or names. For example - "Cheese".' At the bottom of the form is a blue 'Create Account' button. A black callout bubble points to this button with the text: 'Once you have entered your email and password, click "Create Account"'. At the very bottom of the page, there are links for 'Our Privacy Policy' and 'Manage Cookie Preferences'.

STEP 8

Login to First Advantage

Congratulations, you have created an account. Click 'Login' to begin your DBS application.



The screenshot shows the First Advantage account activation page. At the top, the First Advantage logo is on the left and a 'Help' link is on the right. The main heading is 'Account Activation'. Below this is a green message box that says: 'Your account has been successfully activated. Please click "Login" below and use your new password to access KnowYourPeople. You will receive an email confirming that your account has now been activated.' Below the message box is a blue 'Login' button. A black callout bubble points to this button with the text: 'Congratulations, you have created an account. Please click "Login" to begin your DBS application.' At the bottom of the page, there are links for 'Our Privacy Policy' and 'Manage Cookie Preferences'. At the very bottom, there is a copyright notice: '© 2026 First Advantage. All rights reserved. v2026.08.121'.

STEP
9

Login to First Advantage

Enter the email and password you created on the previous screen.

The screenshot shows the First Advantage login interface. At the top right is a 'Help' link. The main heading is 'Login', followed by the instruction 'Please login to KnowYourPeople'. The First Advantage logo is centered above the input fields. There are two input fields: 'Email' and 'Password'. A black callout box with white text points to these fields, stating: 'Enter your email and password you created on the previous screen'. Below the fields is a prominent blue 'Login' button. Underneath it is a link for 'Forgot Password'. Further down are two more buttons: 'Login with SSO' and 'Register'. At the very bottom is a link for 'Privacy Policy'.

STEP
10

Login to First Advantage

Click 'Login'.

This screenshot shows the same First Advantage login page as the previous one, but with a different callout. The 'Email' and 'Password' fields now contain placeholder text (a grey box for email and asterisks for password). A black callout box with white text points to the blue 'Login' button, stating: 'Click 'Login''. All other elements, including the 'Forgot Password', 'Login with SSO', 'Register', and 'Privacy Policy' links, remain the same.

STEP

11

Verification code

Check your email and enter the code that has been sent to you, then click 'Login'.

Every time you log in to First Advantage you will be sent a code by email to verify your identity.

The screenshot shows the 'Check Email & Enter Verification Code' page. At the top right is a 'Help' link. The main content area has the First Advantage logo and instructions: 'Enter the verification code that was sent to your email below.' and 'If you haven't received the email after 3 minutes, check your junk/spam folder or click cancel to receive a new code.' Below this is a text input field labeled 'Code', a blue 'Login' button, and a 'Cancel' button. A callout box points to the 'Login' button with the text: 'Every time you login to First Advantage you will be sent a code to your email to verify your email. Check you email and enter the code that has been sent to you and click 'Login''. At the bottom, there is a 'Privacy Policy' link and a copyright notice: '© 2026 First Advantage, All rights reserved'.

STEP

12

Pending Applications

Once you are logged in you will see an application ready to start. Click 'Complete this Application'.

The screenshot shows the 'Pending Applications' page. At the top right is a 'GET HELP' button. The main content area has a header with a 'BC' logo and a 'Please complete the pending applications below.' message. Below this is a 'Show Pending Applications' section with a dropdown arrow. It shows an 'Action Required' status for 'Since 21 Oct 2026'. The text says: 'You have been asked to complete the following checks:'. Below this are two items: 'DBS Enhanced Criminal Record Check' and 'Digital Identity Check'. A blue 'Complete this Application' button is prominently displayed. Below this are two more sections: 'Show In-Progress Applications' and 'Show Completed Applications', both with dropdown arrows. At the bottom, there is a 'Messages' section with a link to 'Online Support' and a note: 'If you need help click the "Get Help" option.' A callout box points to the 'Complete this Application' button with the text: 'Once you are logged in you will notice your have an application ready to start. Click Complete this application to start.'

Give your consent

Read the welcome page and agree to the statements.

STEP

13

Begin Identity & DBS Check

Read through this page and click 'Continue' when you are ready.

The screenshot shows a 'Welcome' page with a 'GET HELP' button in the top right. The main content area has a heading 'Welcome' followed by a paragraph: 'You have been asked to complete this application by UK Athletics. During this process we will collect your details to perform the following checks:'. Below this are two icons with labels: 'DBS Enhanced Criminal Record Check' and 'Digital Identity Check'. A section titled 'Before You Begin' contains a paragraph: 'It is important that you have the information required for your application to progress. The checks within this application require you to provide the following information:'. This is followed by a bulleted list: 'Your full name that you are officially known by i.e Mike should be entered as Michael.', 'Your current address + 5 years address history.', 'Your passport and driving licence (if you have these) as well as Identity documents as required by the DBS as part of verification.', and 'Your Biometric Residence Permit or National ID Card (if you have them)'. Below the list is a paragraph: 'Full details can be found here.' and another paragraph: 'If you don't have any of the details or documents listed above please contact your organisation before continuing.' A final paragraph states: 'Please ensure you have the listed physical documents with you before you continue.' At the bottom is a large blue 'Continue' button. A callout box on the right says: 'Read through this page and click continue when you are ready.' At the very bottom are links for 'Our Privacy Policy' and 'Manage Cookie Preferences'.

Welcome

You have been asked to complete this application by UK Athletics. During this process we will collect your details to perform the following checks:

- DBS Enhanced Criminal Record Check
- Digital Identity Check

Before You Begin

It is important that you have the information required for your application to progress. The checks within this application require you to provide the following information:

- Your full name that you are officially known by i.e Mike should be entered as Michael.
- Your current address + 5 years address history.
- Your passport and driving licence (if you have these) as well as Identity documents as required by the DBS as part of verification.
- Your Biometric Residence Permit or National ID Card (if you have them).

Full details can be found here.

If you don't have any of the details or documents listed above please contact your organisation before continuing.

Please ensure you have the listed physical documents with you before you continue.

Continue

[Our Privacy Policy](#) [Manage Cookie Preferences](#)

STEP

14

Consent to the Statements

Scroll down the page and check the two boxes consenting to the statements.

The screenshot shows a 'Statement of Fair Processing' page with a 'GET HELP' button in the top right. The main content area has a heading 'Statement of Fair Processing' followed by a paragraph: 'Please read through the information before clicking and acknowledging below.' Below this is a large text box containing the following text: 'KnowYourPeople is a product of First Advantage (known as 'First Advantage|KnowYourPeople') ('we', 'us', 'our'). By submitting your application details you agree to the First Advantage|KnowYourPeople Statement of Fair Processing and the Privacy Policy'. This is followed by a paragraph: 'Please confirm below that you have obtained the applicant's agreement to the following statement of fair processing'. Below this is a paragraph: 'Applications for Standard and Enhanced DBS check are processed by the Disclosure and Barring Service (DBS)'. This is followed by a paragraph: 'By accessing the Website and providing your personal details, you agree to accept and be bound by the Privacy Policy, which explains how First Advantage (data processor) has been asked by the Requestor, your employer or potential employer (data controller) to process your data for the purposes of obtaining your Disclosure from DBS, the key terms of which are non-exhaustively summarised in this statement of fair processing.' Below this is a paragraph: 'Data can only be amended by the applicant using the email address and password supplied at registration. Therefore, it is important that you keep this information in a secure place.' Below this is a paragraph: 'By ticking the two boxes below, applicants using this service for the purpose of obtaining a Disclosure from DBS, confirm that:'. Below this are two checkboxes: 'I have read the Privacy notice for DBS Disclosure Services DBS Disclosure Services Privacy Notice - GOV.UK and I understand how DBS will process my personal data and the options available to me for submitting an application.' and 'I consent to the DBS providing an electronic result directly to the'. A callout box on the right says: 'Scroll down this page and check the two boxes consenting to the statements'. At the bottom right is a download icon.

Statement of Fair Processing

Please read through the information before clicking and acknowledging below.

KnowYourPeople is a product of First Advantage (known as 'First Advantage|KnowYourPeople') ('we', 'us', 'our'). By submitting your application details you agree to the First Advantage|KnowYourPeople Statement of Fair Processing and the Privacy Policy

Please confirm below that you have obtained the applicant's agreement to the following statement of fair processing

Applications for Standard and Enhanced DBS check are processed by the Disclosure and Barring Service (DBS).

By accessing the Website and providing your personal details, you agree to accept and be bound by the Privacy Policy, which explains how First Advantage (data processor) has been asked by the Requestor, your employer or potential employer (data controller) to process your data for the purposes of obtaining your Disclosure from DBS, the key terms of which are non-exhaustively summarised in this statement of fair processing.

Data can only be amended by the applicant using the email address and password supplied at registration. Therefore, it is important that you keep this information in a secure place.

By ticking the two boxes below, applicants using this service for the purpose of obtaining a Disclosure from DBS, confirm that:

- ☐ I have read the Privacy notice for DBS Disclosure Services DBS Disclosure Services Privacy Notice - GOV.UK and I understand how DBS will process my personal data and the options available to me for submitting an application.
- ☐ I consent to the DBS providing an electronic result directly to the

STEP 15

Consent to the Statements

Check both of these boxes.

password supplied at registration. Therefore, it is important that you keep this information in a secure place.

By ticking the two boxes below, applicants using this service for the purpose of obtaining a Disclosure from DBS, confirm that:

☒ I have read the Privacy notice for DBS Disclosure Services DBS Disclosure Services Privacy Notice - GOV.UK and I understand how DBS will process my personal data and the options available to me for submitting an application.

Consent to obtain e-Bulk Standard/Enhanced Check electronic result

☒ I consent to the DBS providing an electronic result directly to the registered body that has submitted my application. I understand that an electronic result contains a message that indicates either the certificate is blank or to await a certificate, which will indicate that my certificate contains criminal record information. In some cases the registered body may provide this information directly to my employer prior to me receiving my certificate.

I understand if I do not consent to an electronic result being issued to the registered body submitting my application that I must not proceed with this application and I should submit a paper application form.

I understand that to withdraw my consent whilst my application is in progress I must contact the DBS helpline 03000 200 190. My application will then be withdrawn.

I acknowledge that my personal information may be transferred by First Advantage to its affiliates and/or sub-processors to the extent necessary to assist with the checks. During the background check process your personal data may be disclosed to law enforcement and governmental agencies to check for civil and criminal records, as permitted by law. Sources of information used during the vetting process may include governmental authorities and third parties, such as prior employers and educational institutions you attended.

Biometric data

Where Requestor, your employer or potential employer, has asked First Advantage to carry out Electronic ID checks, your biometric data will be processed in order to provide this service. This will typically be provided by a third-party ID check partner, who may seek a separate acknowledgement from you. This form explains how such biometric data is used by these partners, but

[GET HELP](#)

Check both of these boxes

STEP 16

Agree to Statement

Click 'Agree'.

During the vetting process may involve governmental authorities and third parties, such as prior employers and educational institutions you attended.

Biometric data

Where Requestor, your employer or potential employer, has asked First Advantage to carry out Electronic ID checks, your biometric data will be processed in order to provide this service. This will typically be provided by a third-party ID check partner, who may seek a separate acknowledgement from you. This form explains how such biometric data is used by these partners, but you should carefully read any separate notice provided.

You acknowledge that biometric data will be collected, disclosed, and used for employment screening requested by the Requestor (Employer) as a condition of receiving or being considered for employment or otherwise for employment purposes with the Requestor. You further acknowledge that a separate consent may be obtained later by a third-party ID check partner.

In order to meet processing requirements from certain sources (DBS, etc.), you acknowledge that special characters from the data provided may be removed if required to fulfill one or more checks.

I hereby confirm that I am of legal age to confirm the above statements. If not, I confirm this has been approved by my parent / guardian.

[GET HELP](#)

Click Agree

Agree

Decline

[Our Privacy Policy](#) [Manage Cookie Preferences](#)

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v2026.08.121

Verify your identity with Yoti

Check your passport, a second document and scan your face – or verify in person at a Post Office.

Watch a video of how to verify using your phone [here](#).

PART A | GET STARTED WITH YOTI

STEP

17

Identity Check

Before you can complete the DBS you need to complete an identity check through Yoti. Click 'Get started'.

Confirming your identity with Yoti

Yoti, a trusted identity verification platform, is confirming your identity to support your check.

Yoti will provide you with a list of accepted documents that must:

- Be valid and in date.
- Be the original and physical document. Yoti can't accept photocopies or images captured outside of this process.

To confirm your identity faster, we recommend using ID documents issued by the UK if you have them.

Powered by **YOTI**

[Get started](#)

Before you can complete the DBS you need to complete an identity check through Yoti.

STEP

18

Identity Check

Read the information and click 'Continue' when you are ready.

Back

Your personal information

During this process, Yoti will ask you to provide some personal information.

- ✓ Yoti will only use your personal information to confirm your identity and nothing more.
- ✓ Yoti will automatically delete all personal information used for the check within this time frame: **28 days**.
- For more information, please read [Yoti's privacy notice](#).

Powered by **YOTI**

[Continue](#)

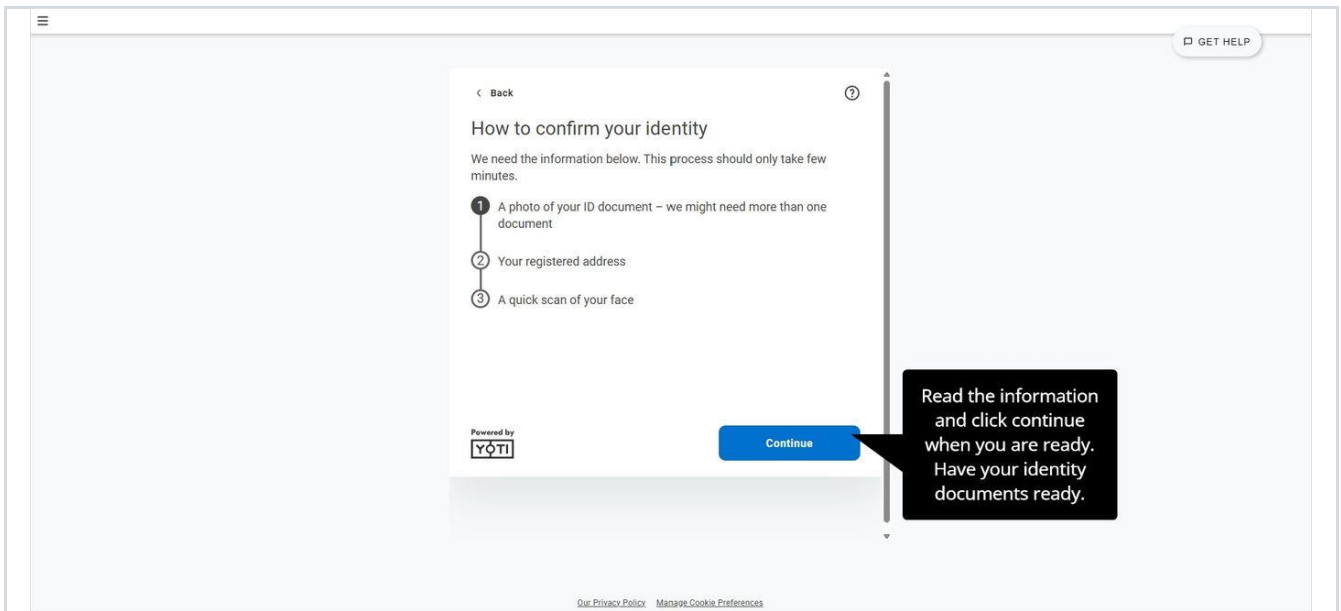
Read the information and click continue when you are ready

STEP 19

Identity Check

Read the information and click 'Continue' when you are ready.

Have your identity documents ready.

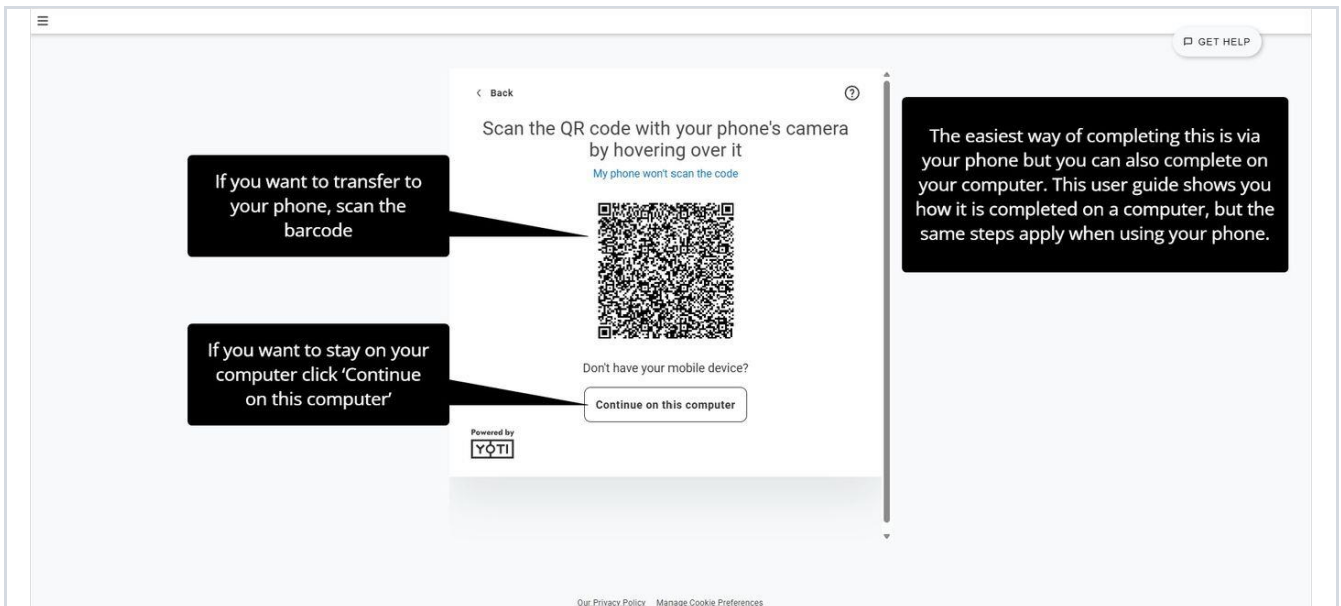


STEP 20

Identity Check

Choose how you want to complete the check: scan the QR code to move to your phone, or click 'Continue on this computer'.

The easiest way to complete this is on your phone, but you can also do it on your computer. This guide shows the computer version – the same steps apply on a phone.



STEP 21

Identity Check

Select the issuing country of your document.

The screenshot shows a web interface for the 'Identity Check' step. At the top right is a 'GET HELP' button. The main content area has a white card with a 'Back' link at the top left. The card's heading is 'We need a document for your DBS check'. Below this, it says 'Select a country to see what documents are the quickest for confirming your identity.' There is a dropdown menu labeled 'Select issuing country'. A black callout box with a pointer to this dropdown contains the text 'Select the issuing country'. To the right of the dropdown, there is an 'Identity check' section with a question mark icon and text: 'For verification purposes, a soft credit check will be performed that will mention Yoti. This won't impact your credit score.' At the bottom of the card, it says 'Powered by YOTI' with the Yoti logo. A blue 'Continue' button is at the bottom right of the card. At the very bottom of the page, there are links for 'Our Privacy Policy' and 'Manage Cookie Preferences'.

PART B | PASSPORT CHECK

STEP 22

Passport Check

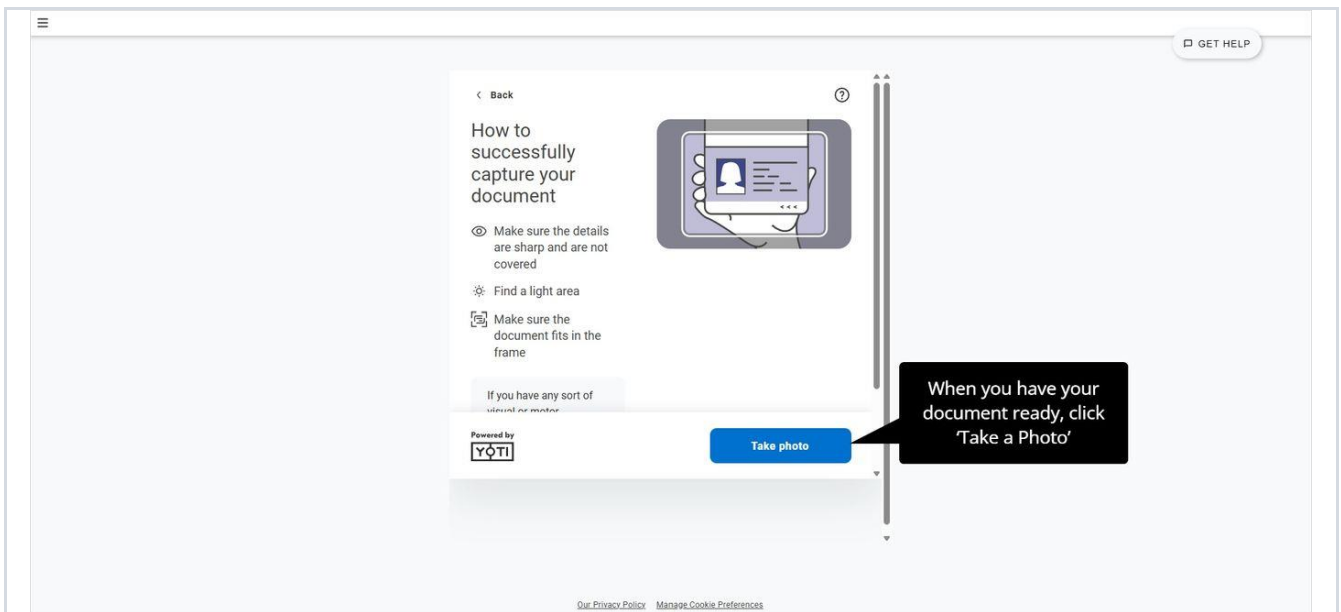
If you have a passport, select 'Passport' and click 'Continue'.

The screenshot shows a web interface for the 'Passport Check' step. At the top right is a 'GET HELP' button. The main content area has a white card with a heading 'document for your DBS check'. Below this, it says 'Select a country to see what documents are the quickest for confirming your identity.' There is a dropdown menu labeled 'Select issuing country' with 'United Kingdom' selected. Below this, there is an 'Accepted documents:' section with two radio button options: 'Passport' (which is selected) and 'Check for other documents'. A black callout box with a pointer to the 'Passport' radio button contains the text 'If you have a passport select 'Passport' and click continue'. Below the radio buttons, it says 'Or' and then 'Check for other documents'. At the bottom of the card, it says 'Powered by YOTI' with the Yoti logo. A blue 'Continue' button is at the bottom right of the card. At the very bottom of the page, there are links for 'Our Privacy Policy' and 'Manage Cookie Preferences'.

STEP 23

Passport Check

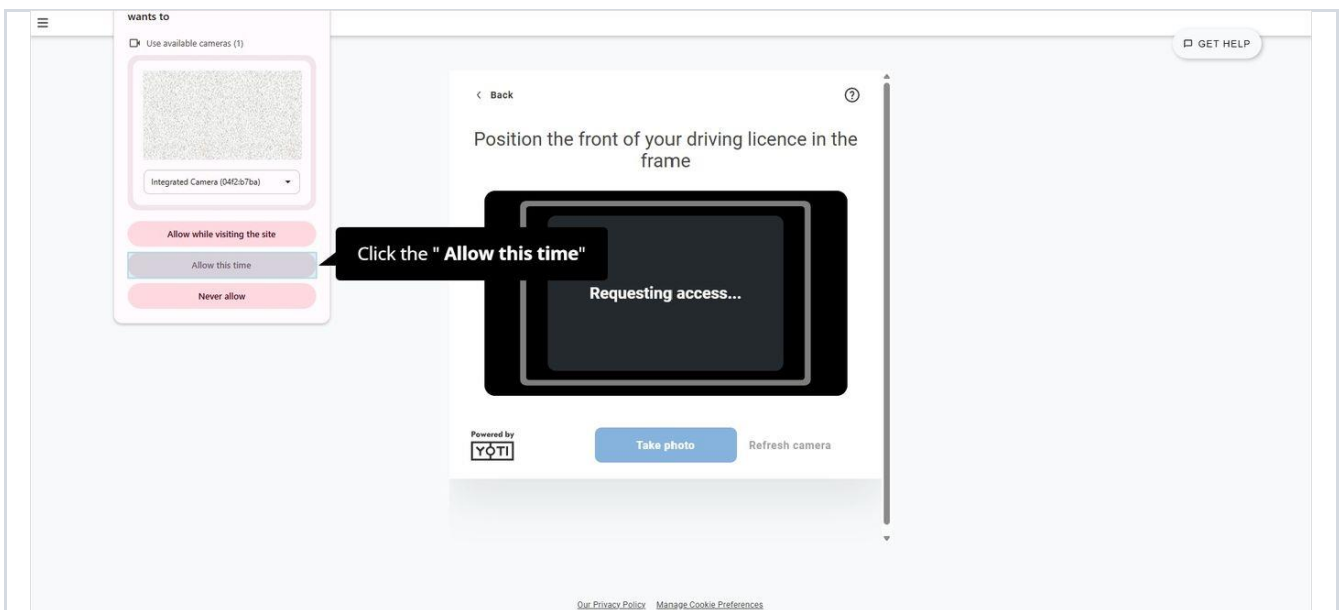
When you have your document ready, click 'Take photo'.



STEP 24

Click the Allow this time button

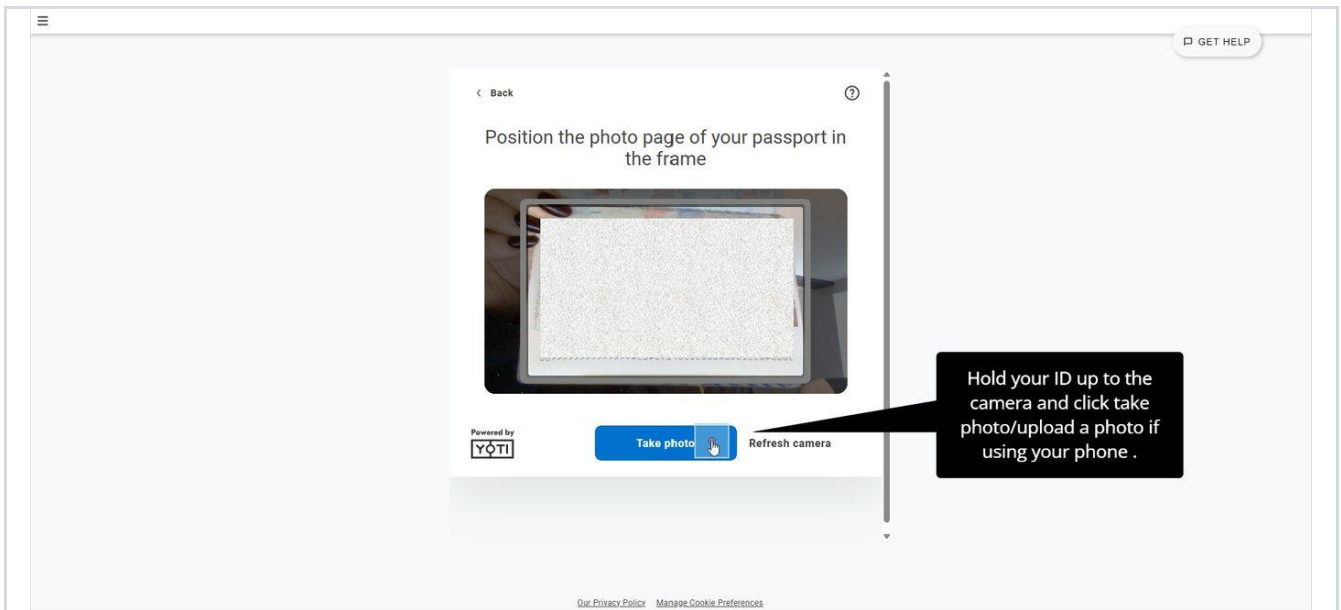
Click 'Allow this time' so the camera can be used.



STEP
25

Passport Check

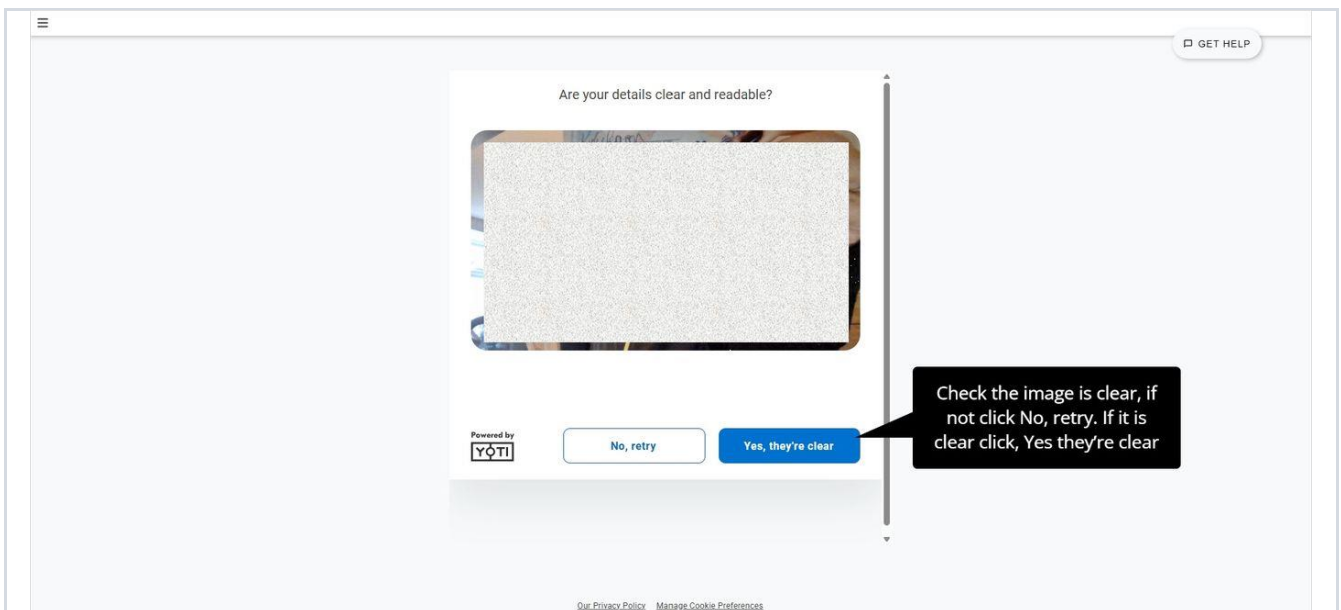
Hold your ID up to the camera and click 'Take photo' (or upload a photo if you are using your phone).



STEP
26

Passport Check

Check the image is clear. If not, click 'No, retry'. If it is clear, click 'Yes, they're clear'.



STEP
27

Passport Check

Check your name is spelled correctly. If it is wrong, click 'No, update name'. If it is correct, click 'Yes, continue'.

Is your name spelled correctly?

First name
Middle name
Last name

You will not be able to change it after this point and it could affect your check if it's incorrect.

Check the details are correct. If they are wrong, click 'No, update name'. If they are correct click 'Yes, continue'.

Powered by YOTI

No, update name Yes, continue

PART C | SECOND DOCUMENT CHECK

STEP
28

Second Document Check

First Advantage needs to check two documents to complete the digital check. Click 'Add document' to add another.

Document submitted

We need another document for this check.

First Advantage need to check 2 documents in order to complete the digital check. Click here to add another document

Powered by YOTI

Add document

[Our Privacy Policy](#) [Manage Cookie Preferences](#)

STEP
29

Second Document Check

Select the issuing country again.

GET HELP

We need a document for your DBS check

Select a country to see what documents are the quickest for confirming your identity.

Select issuing country

Identity check
For verification purposes, a soft credit check will be performed that will mention Yoti. This won't impact your credit score.

Select issuing Country again

Powered by YOTI

Continue

[Our Privacy Policy](#) [Manage Cookie Preferences](#)

STEP
30

Second Document Check

Select another form of identity and click 'Continue'.

GET HELP

We need a document for your DBS check

Select a country to see what documents are the quickest for confirming your identity.

Select issuing country
United Kingdom

Select document

CitizenCard
Driving licence
Post Office PASS card
Young Scot Card
Check for other

Identity check
For verification purposes, a soft credit check will be performed that will mention Yoti. This won't impact your credit score.

Select another form of identity and click continue

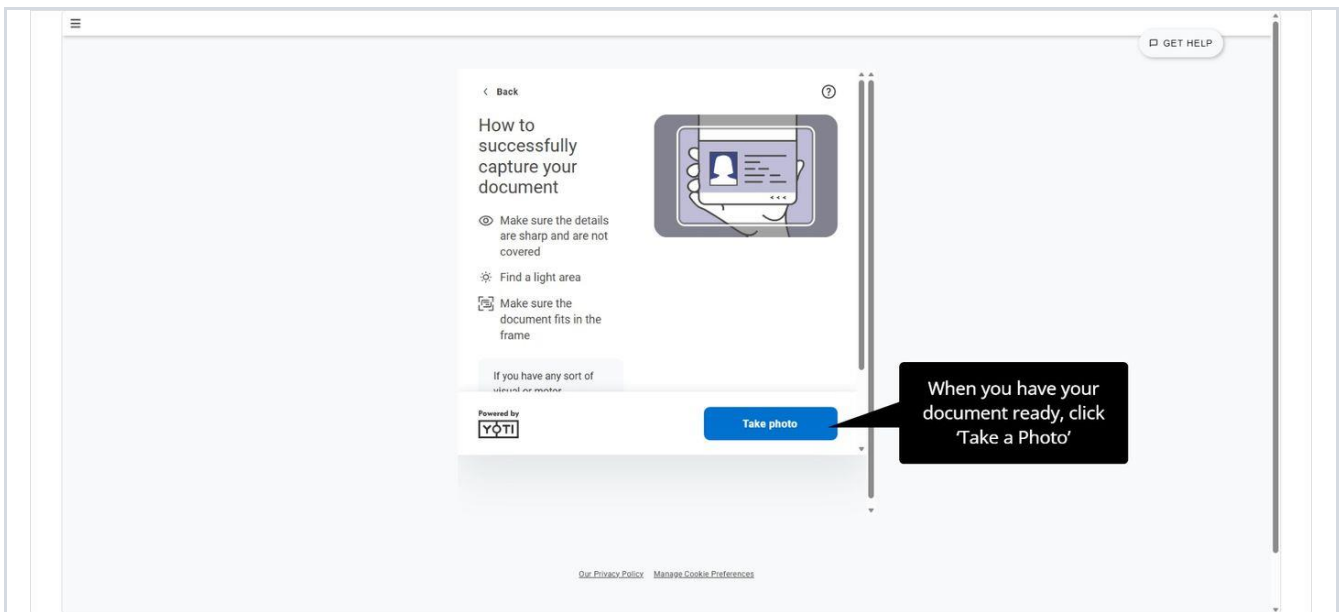
Continue

[Our Privacy Policy](#) [Manage Cookie Preferences](#)

STEP 31

Second Document Check

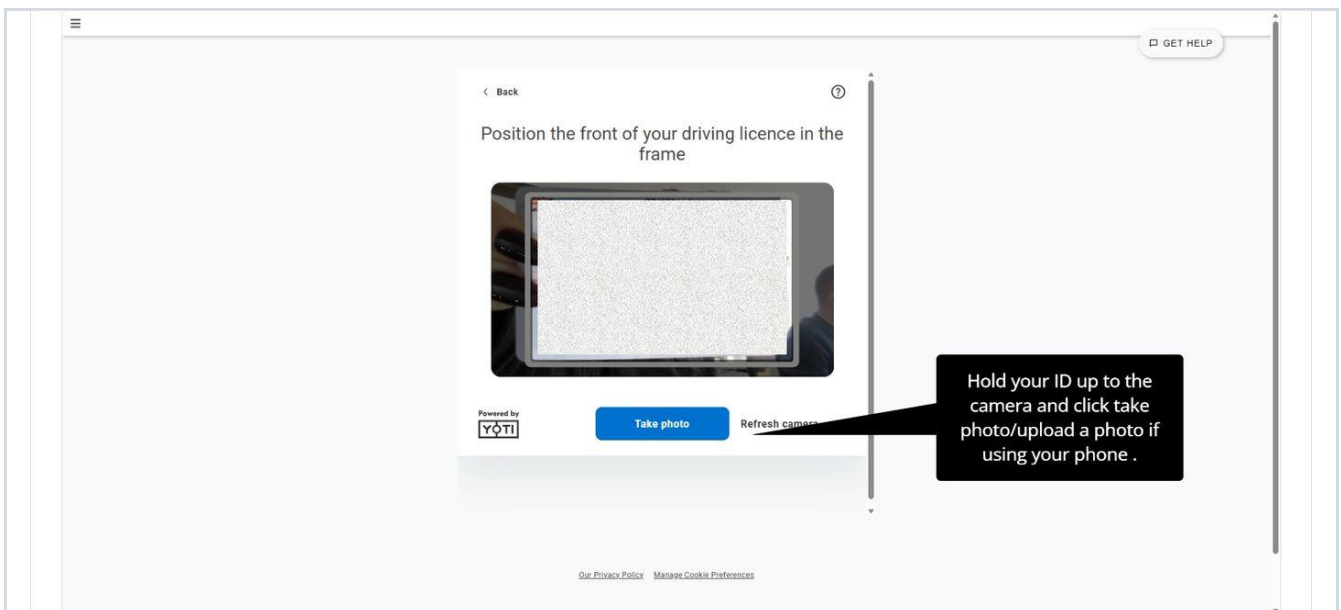
When you have your document ready, click 'Take photo'.



STEP 32

Second Document Check

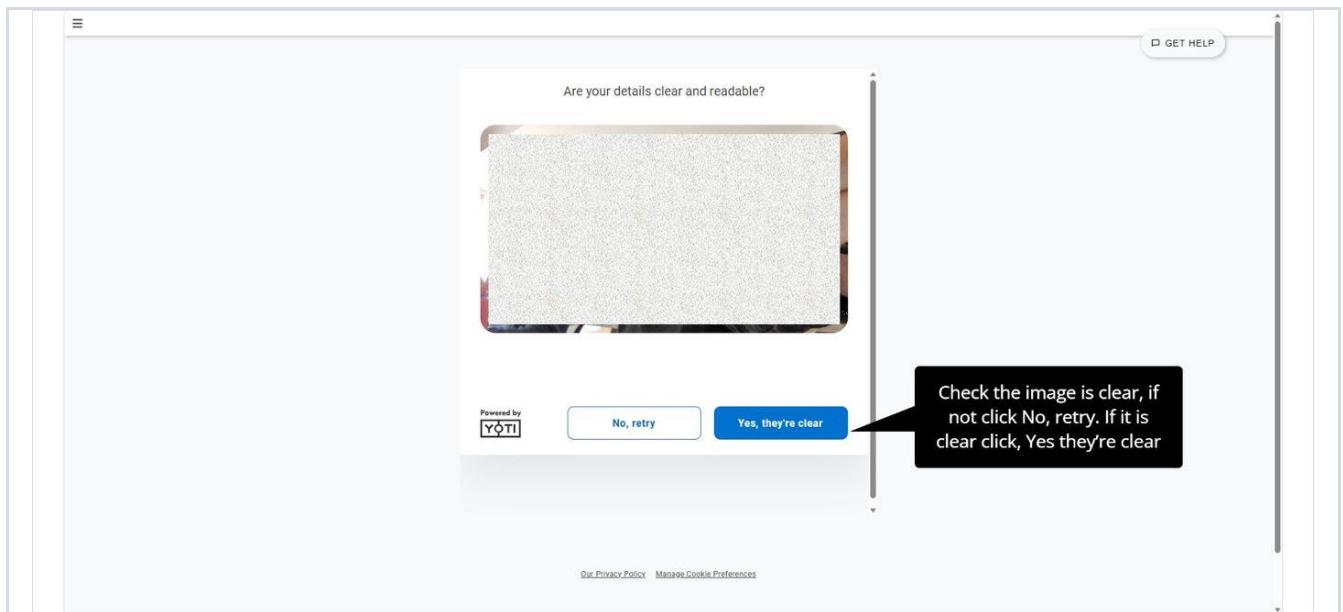
Hold your ID up to the camera and click 'Take photo' (or upload a photo if you are using your phone).



STEP
33

Second Document Check

Check the image is clear. If not, click 'No, retry'. If it is clear, click 'Yes, they're clear'.

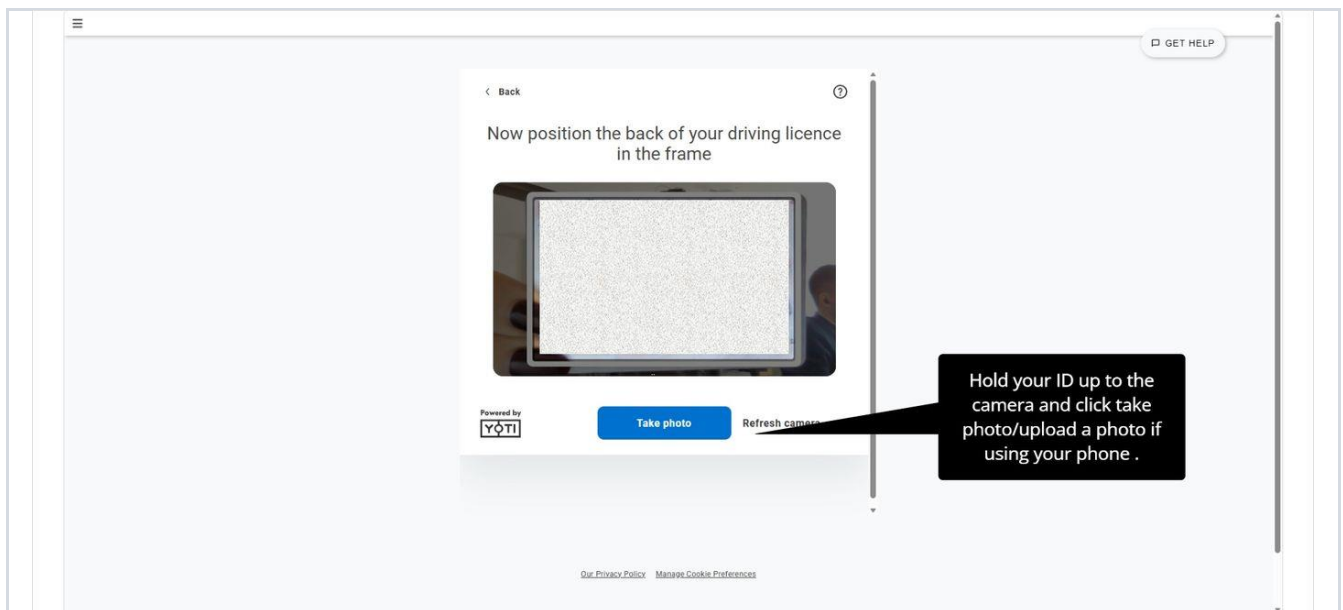


STEP
34

Second Document Check

Now position the back of your driving licence and take the photo.

Hold your ID up to the camera and click 'Take photo' (or upload a photo if you are using your phone).



STEP
35

Second Document Check

Check the image is clear. If not, click 'No, retry'. If it is clear, click 'Yes, they're clear'.

Are your details clear and readable?

Powered by **YOTI**

No, retry Yes, they're clear

Check the image is clear, if not click No, retry. If it is clear click, Yes they're clear

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STEP
36

Second Document Check

Check your address is correct. If it is wrong, click 'No, change address'. If it is correct, click 'Yes, continue'.

Is this your registered address?

We've extracted it from your document.

Your address

You will not be able to change it after this point and it could affect your check if it's incorrect.

Powered by **YOTI**

No, change address Yes, continue

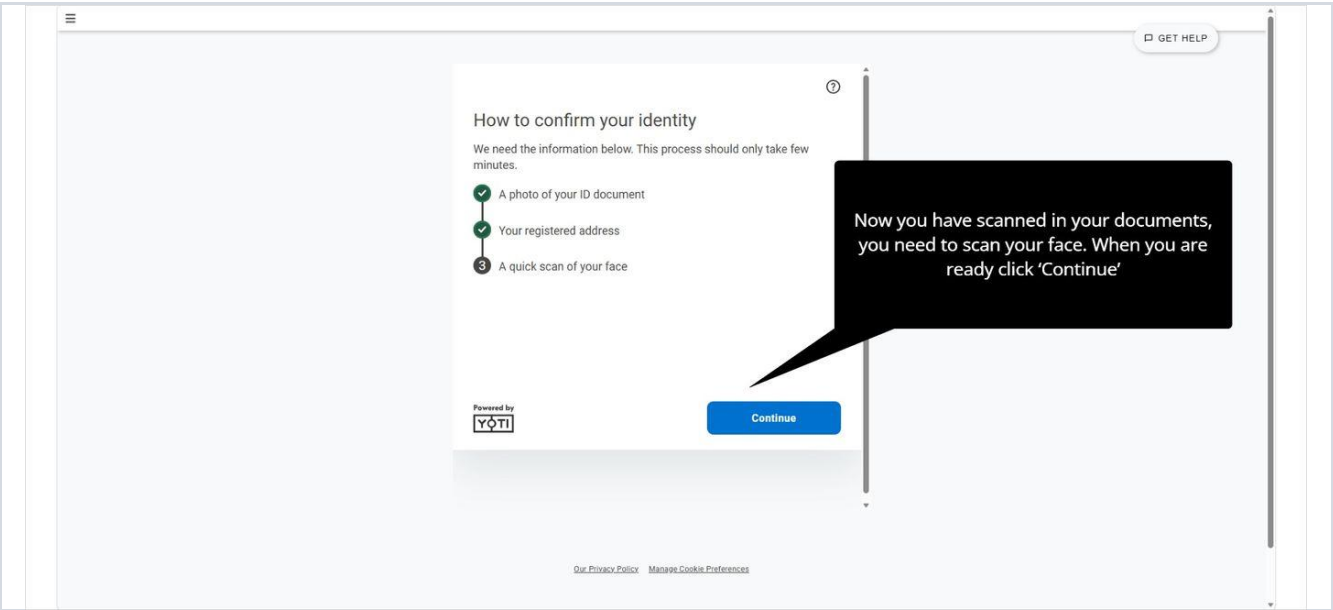
Check the details are correct. If they are wrong, click 'No, update name'. If they are correct click 'Yes, continue'.

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STEP
37

Face Identity Check

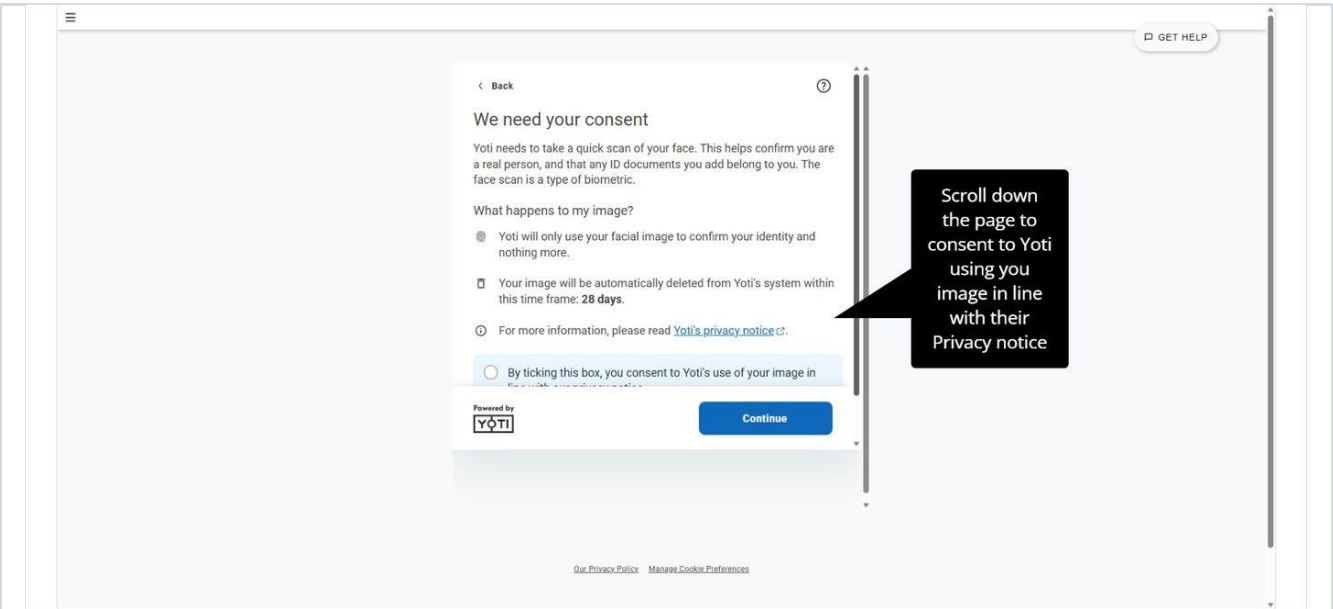
Now you have scanned your documents, you need to scan your face. Click 'Continue' when you are ready.



STEP
38

Face Identity Check

Scroll down the page to consent to Yoti using your image in line with their Privacy notice.



STEP
39

Face Identity Check

Agree to the statement and click 'Continue'.

The screenshot shows a web interface for a face identity check. At the top right is a 'GET HELP' button. The main content area has a title 'We need your consent' and a paragraph explaining that Yoti needs a quick scan of the user's face to confirm they are a real person and that any ID documents added belong to them. Below this, a section titled 'What happens to my image?' lists three points: 1. Yoti will only use the facial image to confirm identity and nothing more. 2. The image will be automatically deleted from Yoti's system within 28 days. 3. For more information, please read Yoti's privacy notice. A blue box contains a radio button and the text 'By ticking this box, you consent to Yoti's use of your image in line with our privacy notice.' Below this is the 'Powered by YOTI' logo and a blue 'Continue' button. At the bottom are links for 'Our Privacy Policy' and 'Manage Cookie Preferences'. A black callout box on the left says 'Agree to statement and click continue' with an arrow pointing to the consent radio button.

We need your consent

Yoti needs to take a quick scan of your face. This helps confirm you are a real person, and that any ID documents you add belong to you. The face scan is a type of biometric.

What happens to my image?

- Yoti will only use your facial image to confirm your identity and nothing more.
- Your image will be automatically deleted from Yoti's system within this time frame: **28 days**.
- For more information, please read [Yoti's privacy notice](#).

☐ By ticking this box, you consent to Yoti's use of your image in line with our privacy notice.

Powered by **YOTI**

[Continue](#)

[Our Privacy Policy](#) [Manage Cookie Preferences](#)

STEP
40

Face Identity Check

Click 'I'm ready' when you are ready.

The screenshot shows a web interface for a face identity check. At the top right is a 'GET HELP' button. The main content area has a title 'Get ready to scan your face' and three instructions: 1. Find an area with good lighting and a clear background. 2. Be aware that your upper body and background will be visible. 3. Make sure your camera is at eye level. To the right of the instructions is a photo of a person's face on a laptop screen. Below the instructions is the 'Powered by YOTI' logo and a blue 'I'm ready' button. A black callout box on the right says 'When you are ready click here' with an arrow pointing to the 'I'm ready' button. At the bottom are links for 'Our Privacy Policy' and 'Manage Cookie Preferences'.

Get ready to scan your face

- Find an area with good lighting and a clear background
- Be aware that your upper body and background will be visible
- Make sure your camera is at eye level

Powered by **YOTI**

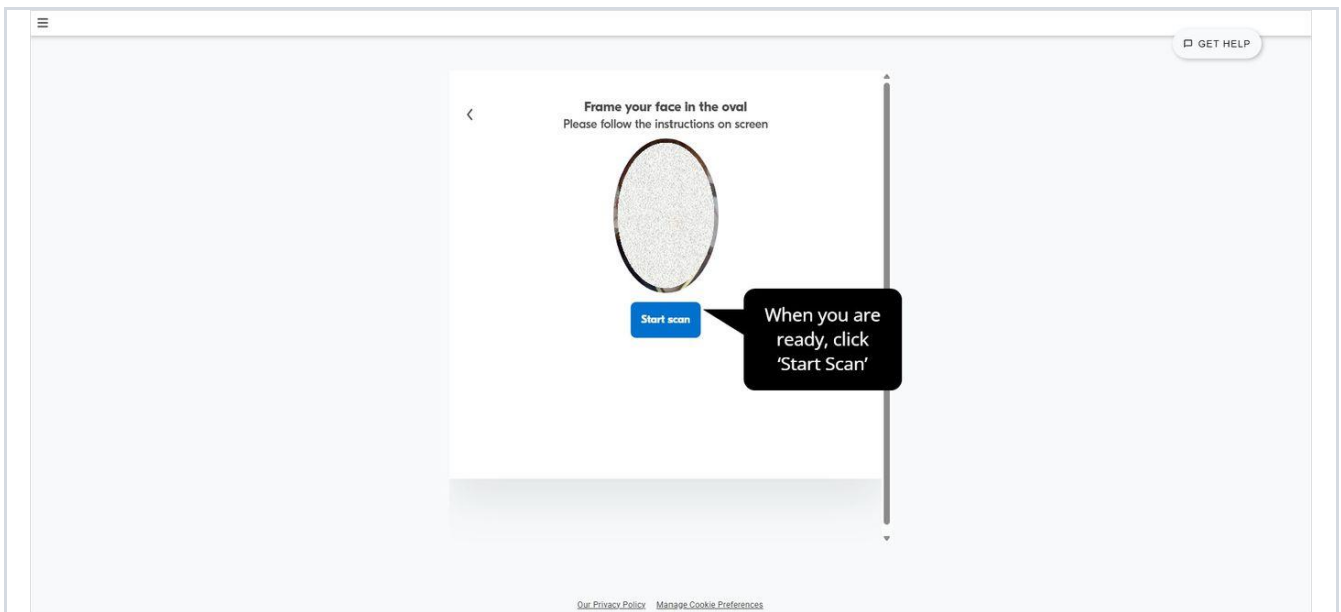
[I'm ready](#)

[Our Privacy Policy](#) [Manage Cookie Preferences](#)

STEP
41

Face Identity Check

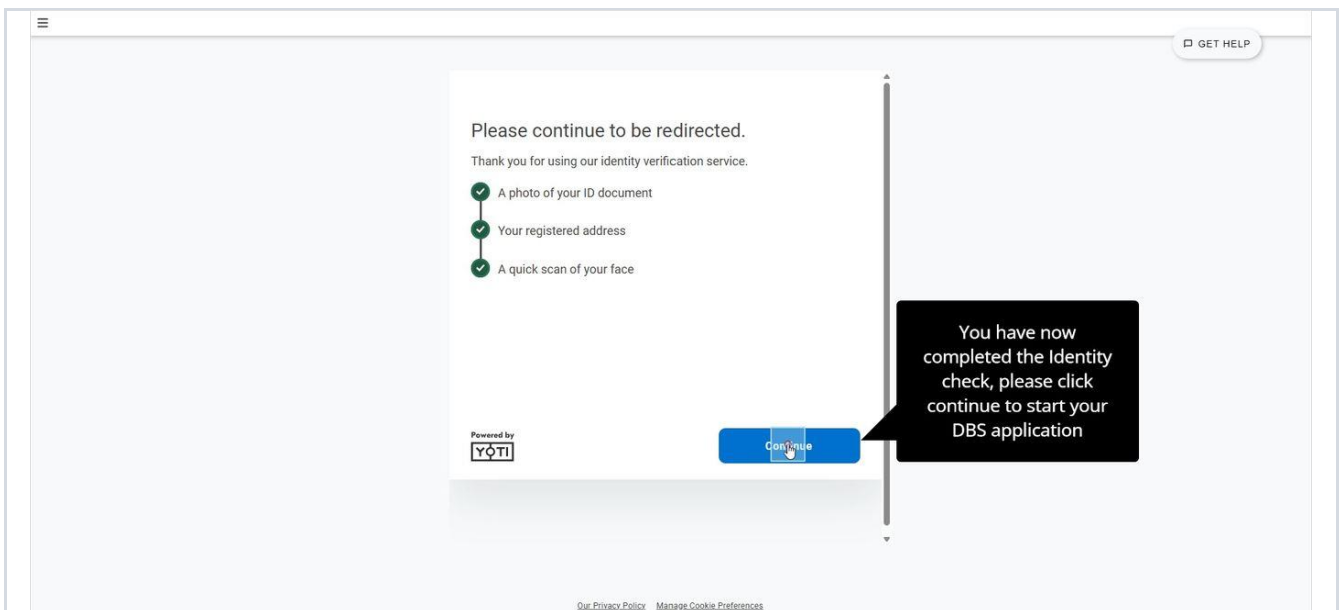
When you are ready, click 'Start scan'.



STEP
42

Face Identity Check

You have now completed the identity check. Click 'Continue' to start your DBS application.



Verify at a Post Office instead

If you were unable to verify your documents using Yoti, your identity documents can be checked in person at a local Post Office branch.

Verification steps

Thank You!

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



You will receive an email with further details once the Post Office have received your application.

Make a change

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

Edit Application

Hello John,

Your application now needs verifying at the Post Office. Please follow the instructions in the attached PDF document to complete this process.

Please be assured that the protection of your privacy and the confidentiality of your information supplied to us is given the highest priority.
Please note KnowYourPeople is optimised for Google Chrome or Internet Explorer 11 or higher. For the best user experience, we recommend the use of Google Chrome

If you have any questions, please contact the KnowYourPeople Support Team.

Telephone: 0115 969 4953

Email: support@knowyourpeople.co.uk

Thank you

1. After you submit

After submitting the application, applicants are advised that an email will be sent to their inbox with further instructions. The email will include a PDF attachment including a QR code.

2. Take your documents and QR code

The applicant can then simply take their ID documents to their selected branch along with the QR code.

The code can be scanned directly from a device screen, or printed out before visiting the branch.

What happens next



Verified in branch

Once the Post Office has successfully verified the documentation, the application is moved directly into the Countersigning stage, with no further steps required.

QR codes are one-time use

If the application is rejected by either the Post Office or the Countersigning team, a fresh QR code is needed. It will again be sent by email.

Single Check		Demonstration
Awaiting countersign on 12 Mar 2025	Created	12 Mar 2025
	Checks	DBS Enhanced Criminal Record Check
		Application: 5DBEM536

Once verified, the application shows as 'Awaiting countersign'.

Complete the DBS application form

Enter your personal details, addresses and contact details.

STEP 43

DBS Application

Complete your details on this page.

Gender, Title, First name, Middle name, Surname, Date of birth, Town of birth, Country of birth, Nationality and any previous names.

The screenshot shows the 'Application Form' interface. On the left, the 'Personal Details' section includes fields for Gender (Male/Female), First name, Middle name (with an 'Add Another Middle Name' button), Surname, Date of Birth (Day, Month, Year), and Town of Birth. On the right, there is explanatory text about name entry and a 'Sensitive Team' contact link. A large black callout box on the right lists the required details: Gender, Title, First Name, Middle Name, Surname, Date of Birth, Town of Birth, Country of Birth, Nationality, and Any previous Names. The top right of the form has 'Save', 'Details', and 'GET HELP' buttons.

STEP 44

DBS Application

If there are gaps in your address history, follow the steps to add another address.

You need to provide addresses for the last 5 years.

The screenshot shows the 'Address' section of the form. It starts with a 'Nationality' dropdown set to 'British' and a question 'Have you ever been known by any other names?' with 'Yes' and 'No' buttons. Below this, the 'Address' section shows '0%' completion and a warning 'Address Gaps Found'. It displays a 'Current Address' field and an 'Address Gap' warning for the period from 21st October 2021 to 21st October 2026. A large black callout box on the right explains that if there are gaps in the address history, the user must provide addresses for the last 5 years. The bottom of the form has an 'Add Address' button and a note: 'We may need to contact you directly regarding your application.' The top right has a 'GET HELP' button.

STEP 45

DBS Application

Keep scrolling down the page.

Have you ever been known by any other names?
This includes birth name or any changes to either the first name or surname.

Yes
 No

Address

100% 5 Years Added

Thanks, you have entered enough addresses

We have enough address history to cover the 5 years required for your application. However, if you have lived in any other addresses during this time please also enter those.

+ Add Additional Address

Current Address

Address

Contact Details

A full 5 address history, of where you have lived since 21 Oct 2021, 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.

We may need to contact you directly regarding your application. Please provide details of how we can reach you.

GET HELP

Keeping scrolling down the page

STEP 46

DBS Application

Enter your phone number and National Insurance number if you have one.

lived in any other addresses during this time please also enter those.

+ Add Additional Address

Current Address

Address

4 Gibbs Lane, Hullavington, Chippenham, SN14 6DS, United Kingdom

Start Date

1 Aug 2020

Contact Details

+44 Phone Number (Optional)

National Insurance Number

Do you have a UK National Insurance Number?

Yes
 No

We may need to contact you directly regarding your application. Please provide details of how we can reach you.

The phone number you must provide is the number you must provide if it is invalid information is provided then the application may be withdrawn.

This information is required so that we can process the criminal

GET HELP

Enter Phone Number & National Insurance Number if you have one

DBS Application

If you have any convictions or cautions, click 'Yes' and answer the questions. If you do not, click 'No' and then 'Next'.

+44

7885 276264

(Optional)

GET HELP

National Insurance Number

If you have a valid UK National Insurance Number you must provide it. If invalid information is provided then the application may be withdrawn.

Do you have a UK National Insurance Number?

Yes

No

DBS Details

This information is required so that we can process the criminal record check with the Disclosure and Barring Service (DBS).

Do you have any convictions, cautions (excluding youth cautions) which would not be filtered in line with current guidance?

Yes

No

[DBS Filtering Guidance can be found here](#)

Next

[Our Privacy Policy](#) [Manage Cookie Preferences](#)

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v2026.08.121

If you have any convictions, cautions please click yes and answer the questions. If you do not have any convictions or cautions please click No and Next

Review everything, submit and wait for your result.

Check all the details on this page.

Check all the details
on this page

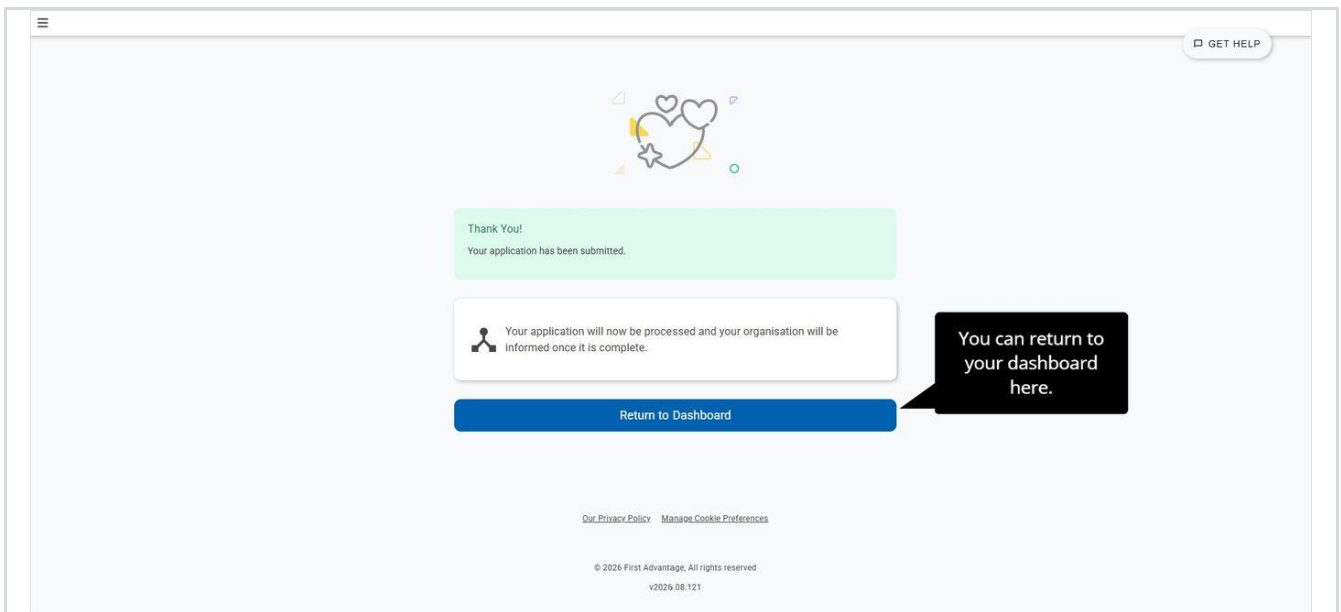
Check both declaration boxes before clicking 'Confirm and Submit'.

Check both
declaration
boxes
before
clicking
Confirm
and Submit

STEP
50

Application Submitted

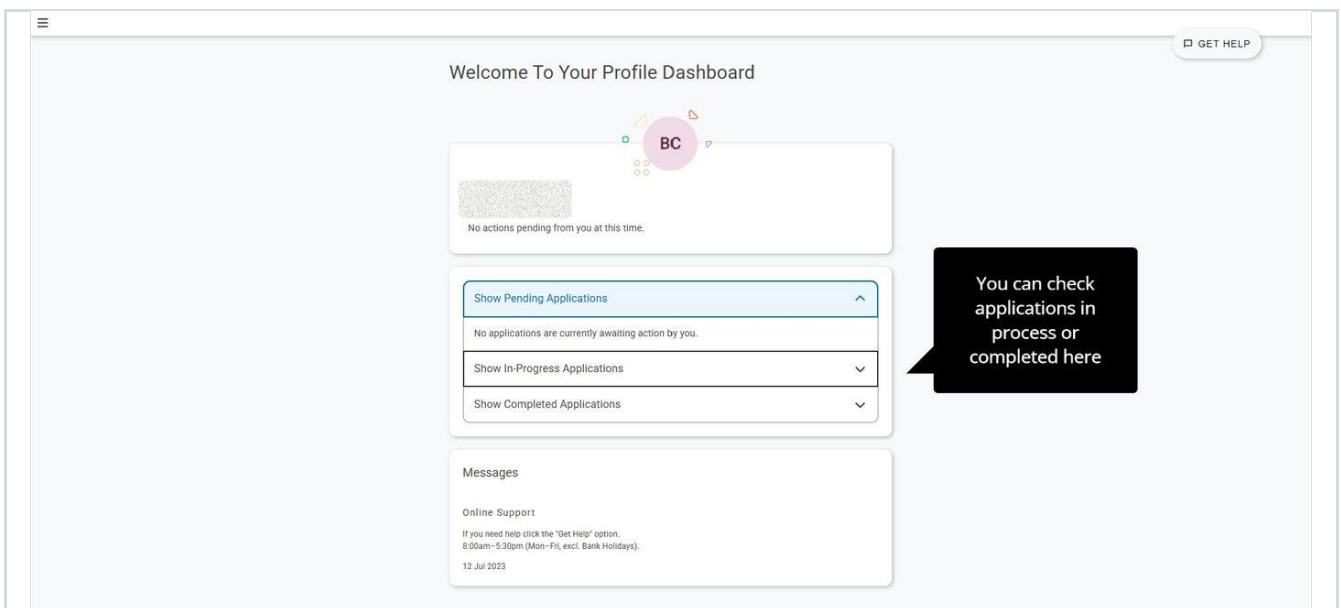
You can return to your dashboard here.



STEP
51

Profile Dashboard

You can check applications that are in progress or completed here.



STEP 52

DBS Completion

Once your DBS has come back complete you will receive this email and your myAthletics portal will be updated.

If your DBS discloses criminal records, cautions, warnings or police intelligence, England Athletics Safeguarding will be in touch with you.

Your DBS check is complete



Dear Betsy,

Your DBS check is complete and has been recorded on your myAthletics account.

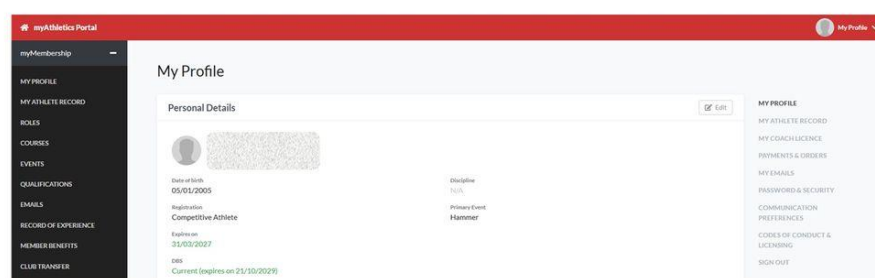
Disclosure number: 59142
Valid until: 21 October 2029

If you have any queries regarding your DBS, please contact the England Athletics Member Engagement Team by emailing enquiries@englandathletics.org

Best Wishes,
England Athletics

Once your DBS has come back complete you will receive this email and your portal will be updated

If your DBS discloses a criminal records, cautions, warnings, or police intelligence our Safeguarding will be in touch with you.



You're all done!

Your DBS application has been submitted. Need help or didn't receive an email? Contact enquiries@englandathletics.org