



Student & Academic Services
Student Centre

The steps you need to follow to obtain your Enhanced Disclosure Barring Service (DBS) Certificate

1) Login to your DBS application portal and complete Digital ID check

Students who need to complete a DBS check will receive an email from dbs@greenwich.disclosures.co.uk containing a link to our online DBS application service.

There, you will be able to set up your password for the online service, complete a digital ID application and make the payment by direct debit/credit card.

2) Alternative to Digital ID check

If you are unable to use the digital application, you can choose the Manual application that will require you to select a minimum of three documents that you will use to verify your identity.

You will then be prompted to make payment using our [secure online payment system](#) before attending your campus Student Centre, where the university will verify **thesamethree documents** you selected in your application. Please note, if you cannot provide the same three documents your application will have to be cancelled and re-started.

If you would prefer to have your documents checked at a **participating Post Office**, please email StudentDBS@gre.ac.uk or call 020 8331 8272 for more information.

3) Tracking your DBS application

After you have verified your identity your DBS application will be sent for processing.

You will continue to have access to the online DBS application service to track the progress of your application; you will be notified when the check is complete, and your DBS certificate has been issued to you.

It is your responsibility to contact the DBS if your application takes longer than 60 days to complete. If you notice that your application has exceeded this timescale you should phone the DBS on **03000200190**.

Upon completion of processing the DBS will post your Disclosure Certificate to you at the current address you used when making your application. If you move to another address before you receive the certificate you should contact the DBS immediately to notify them of your new address.