

DBS Application Instructions

To register for a DBS you are required to complete an initial online application before having your ID verified by the Safeguarding Officer. After these steps have been completed, your application is sent to the RFL for approval. Once approved, you will receive a certificate in the post.

Upon receipt of a valid certificate, inform the Society of the Certificate Number and Issue Date.

We do not require a copy of the certificate contents.

Step 1

Navigate to this link: [Matrix Screening: RFL DBS New Application](#)

Step 2

Organisation Ref: **NWSAINTSREF** (all caps)

Organisation Code: **NWSAINTSREF** (all caps)

Step 3

Follow the prompts, complete your personal details and submit.

Step 4 – ID Verification

To complete the process you then need to have your ID verified. You require x3 documents:

- X1 document from Group 1
- X2 further documents from either Group 1, 2A or 2B.

Group 1	Group 2A	Group 2B
• Current Valid Passport • Current Driving Licence – Photo Card (Full or Provisional)	• Current Driving Licence – Photo Card (All Countries except Group 1) • Current Driving Licence – Paper Version • Birth Certificate (UK / Isle of Man / Channel Islands) • Marriage / Civil Partnership Certificate (UK / Channel Islands) • HM Forces ID Card (UK) • Fire Arms Licence (UK / Isle of Man / Channel Islands) • Immigration document, work permit or VISA (Issued outside of EEA) (Valid only for roles whereby applicant is living and working outside of UK.) • Biometric Residence Permit (UK) • Adoption Certificate (UK / Channel islands)	• Mortgage Statement (UK or EEA) ** • Bank/Building Society Statement (UK/Channel Islands/EEA) * • Bank/Building Society Account Opening Confirmation Letter (UK) • Credit Card Statement (UK or EEA) * • Financial Statement e.g. pension, endowment, ISA (UK) ** • P45/P60 Statement (UK/Channel Islands) ** • Council Tax Statement (UK/Channel Islands) ** • Utility Bill (UK) - Not Mobile Phone * • Benefit Statement (UK) e.g. Child Allowance, Pension * • Document from Central/Local Government/ Government Agency/Local Authority (UK/Channel Islands) *e.g. DWP, Employment Service, HMRC, Job Centre, Social Security, Council Tax • EEA National ID Card – must be valid • Cards carrying the PASS accreditation logo (UK/Isle of Man/Channel Islands) – must be valid • Letter from Head Teacher or College Principal (16-19 year olds in full-time education in the UK)
Denoted with * = issued within the last 3 months Denoted with ** = issued within the last 12 months		

ALL MEMBERS AGED 18/18+ or GRADED MEMBERS AGED 16/16+ require a valid DBS certificate to officiate. Non-Compliance makes you ineligible for appointments.

Any safeguarding concerns or questions relating to the DBS application process should be addressed to the Society Safeguarding Officer, Innes Arnold – 07899677527 / innesarnold@sky.com.