

Completing Your Online LTA DBS Application Form

Important Information

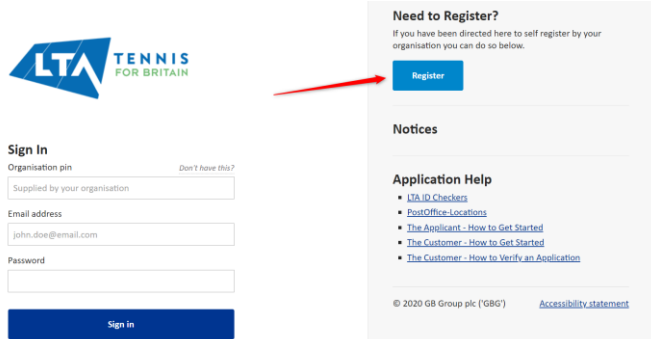
This is a quick **overview** of the important sections to complete your LTA DBS application:

For a more detailed step by step guide to completing your DBS please see [here](#).

- You will need to **apply for your DBS** through the LTA website by clicking [here](#). Please read all the information and the next few pages will redirect you to the [Online Disclosures web portal](#).

During the application form:

- When you get onto the 'Online Disclosure' portal, if you have not applied for a DBS before, you will need to register on this site:



- Organisational Pin** and **Secret Word** can be found [here](#). If you cannot find your venue then please [contact](#) the LTA and we will give you the pin and word.
- The **type of DBS** needed can be found [here](#).

- Step 3 of the application form you are asked to choose the **'Verification Method'**,

There are two ways your ID can be verified:

1) ID is Verified at the Post Office

You are responsible for selecting and entering the information required for each piece of ID to be used for verification.

After you have completed the application, you must print out the ID Verification Service form and take this to a Post Office along with the ID you selected.

Note – At the Post Office always ask for a 'CRB ID Verification' as this is the cheapest option (approx £5).

2) ID is Verified by the Organisation

You are responsible for contacting one of the LTA's ID checkers to arrange for your documents to be verified. A list of ID checkers can found [here](#).

Please note: the LTA are currently doing Virtual ID Checks to get the DBS processing started. For further information on this please download the document [here](#).

The 'Verification Method' is defaulted to 'Organisation'. If you want to change this to Post Office then please click **'Change method'**.

After the Application:

- Once you receive your DBS, we recommend registering this with the Government **Update Service**.

This registration service costs the following:

- Non-volunteer DBS - £13 per year
- Volunteer DBS - Free

If you need to keep your DBS current for over 3 years then this is a cheaper option in comparison to reapplying for a new one.

For further information on the Update Service, please visit the [Government website](#) or see our FAQs on the [LTA Help Centre](#).

Note - you will only have 30 days of the issue date to subscribe.

If you have completed the application and need to amend any information then you will need to contact the GB Group [here](#).

If you have any further questions then please contact us [here](#).