DBS application process

Obtain application form from **regional registered checker** (Find out who they are through your regional association).

Return the completed form to the checker; along with information/ID documents and the appropriate fee (contact your regional association).

The checker verifies the documents and form are correctly filled in and completes his/her section of the form.

Documentation must;
- Be valid and original (photocopies or documents such as bank statements printed from the internet are not acceptable)
- Provide photo ID (e.g. driving license, passport)
  Confirm your current address (e.g. bank statement, utility bill).

First Ace verifies that the form is correct.

**IF YES**, the form is forwarded to DBS for police checks.

**IF NO**, the form is returned to the registered checker.

On completion of checks, DBS will send the certificate to the applicant, **who must then send the certificate to First ACE** (enclose a stamped addressed envelope if you want it returned to you).

First Ace completes a first stage risk assessment.

**If successful**
- First Ace enter on database.
  Regional Registrar has access.
  Subject has DBS accreditation for three years

**If unsuccessful**
- The certificate is sent to the EB DBS panel for a second stage assessment.

If turned down by the EB DBS panel, the applicant may appeal. They must apply to the EB National Compliance Manager and deposit £250 with England Boxing. This is refundable if the appeal is successful. (Refer to the EB DBS procedures)