S28 DISCLOSURE & BARRING SERVICE (DBS) USER GUIDE

Version 1.0 | 12 February 2026

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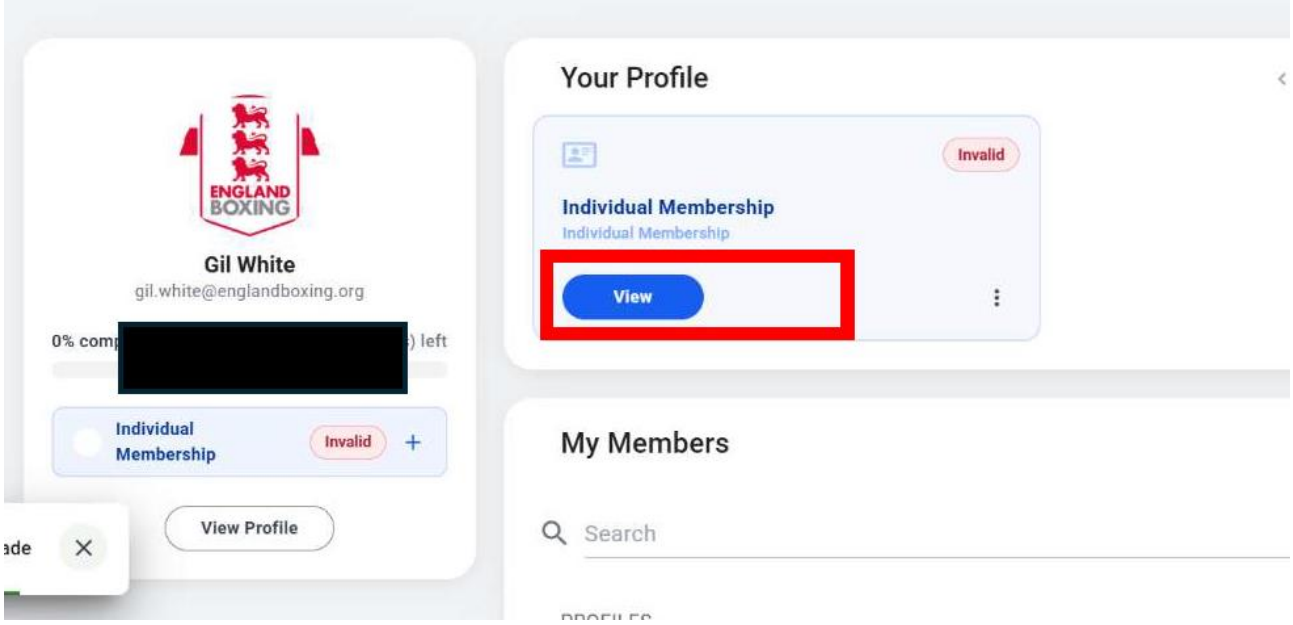
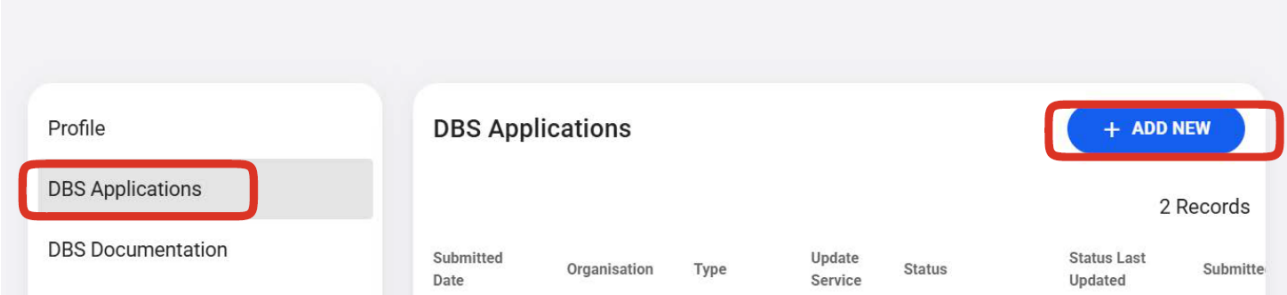
Stage 1 – The Locker

1. All England Boxing DBS applications are made via the England Boxing Locker. To access the DBS application, you will need to register on the locker, this can be done here: https://englandboxing.sport80.com/.

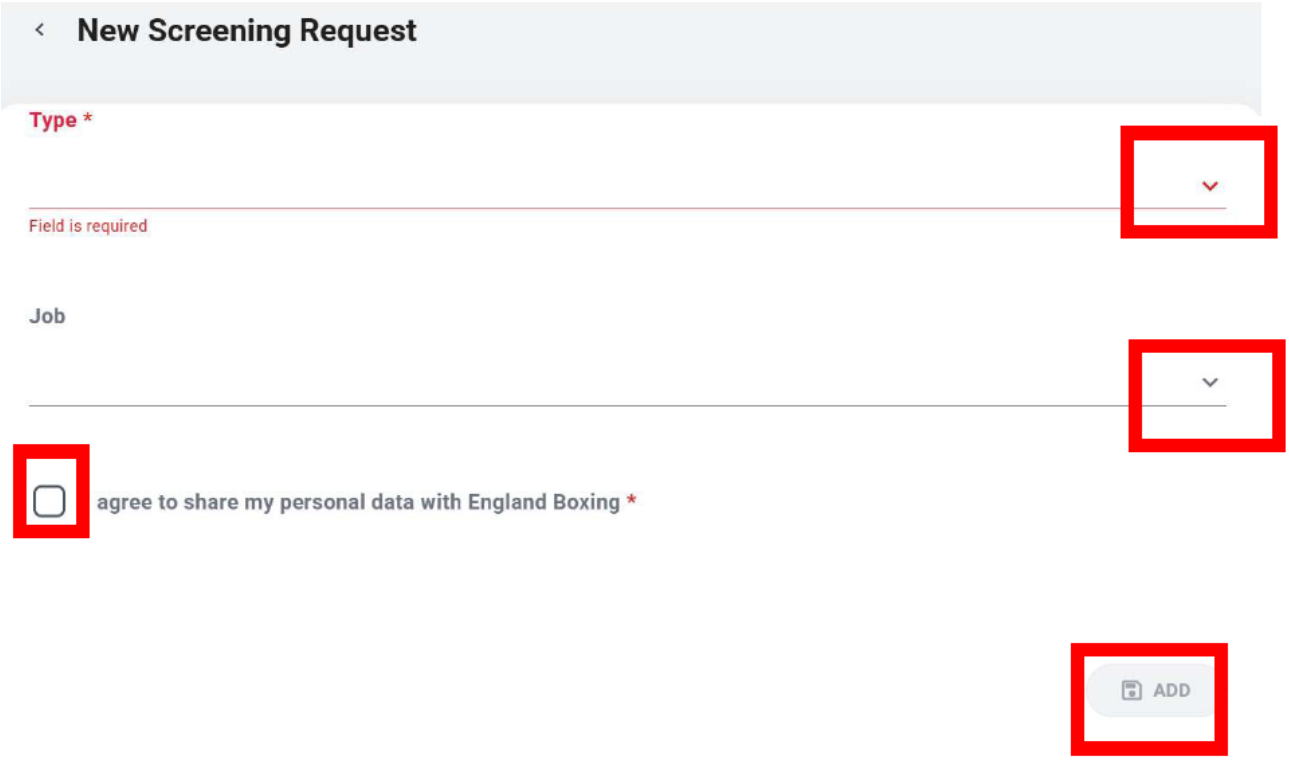
2. Once you have access to your Locker account, you will need to complete the membership process:



3. Once the membership has been setup, you will now have access to the DBS applications tab, select this tab and select *'add new'*.



4. From here, fill in the 2 dropdowns. As an EB member you need select an Enhanced Check in the *'Type'* dropdown. Fill in your role in the *'Job'* dropdown. Finally click the *'I agree to share my personal details with England Boxing'* and select *'ADD'*.



Stage 2 – Filling out the DBS application

5. Once you have submitted the application request, you will receive an email from noreply@knowyourpeople.co.uk. The email will go to the email address attached to your Locker profile. Please check your spam or junk folder if the email hasn't been received.

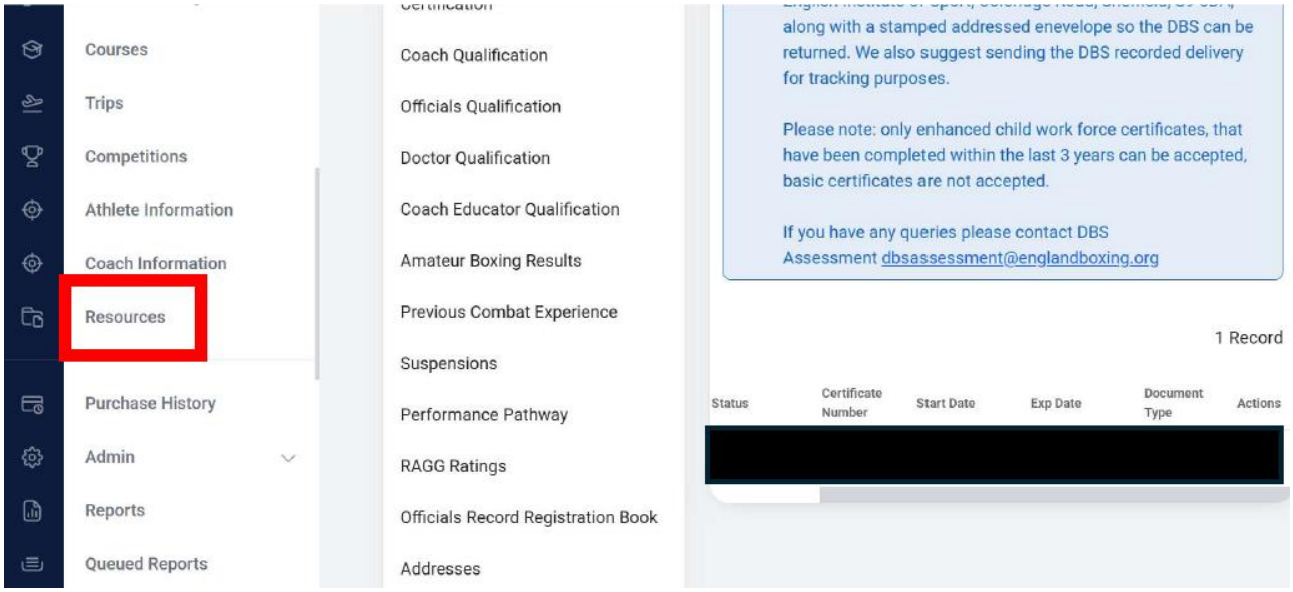
If the email still hasn't been received or if you're having an issue with the application, please contact dbsassessment@englandboxing.org.

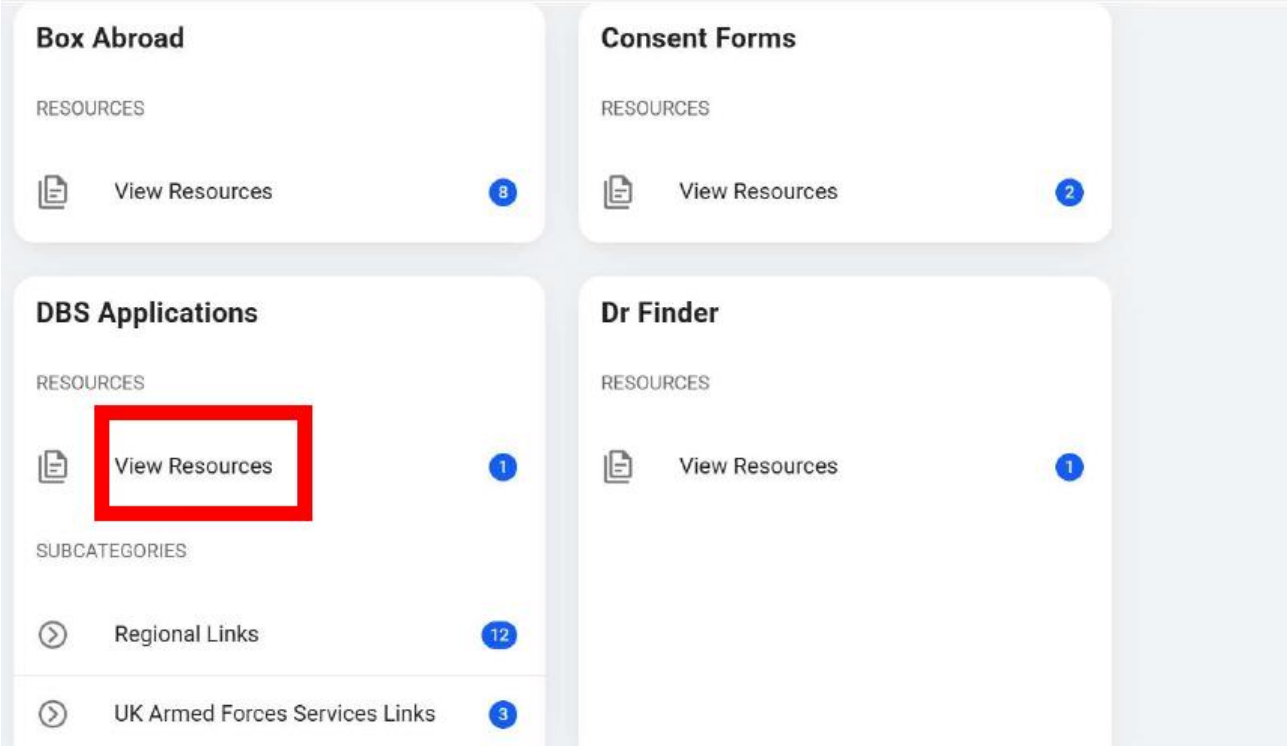
6. Once you have clicked the link, please fill out the First Advantage form and provide the information requested on the form. A user guide to the First Advantage application can be found here: Candidate experience.pdf

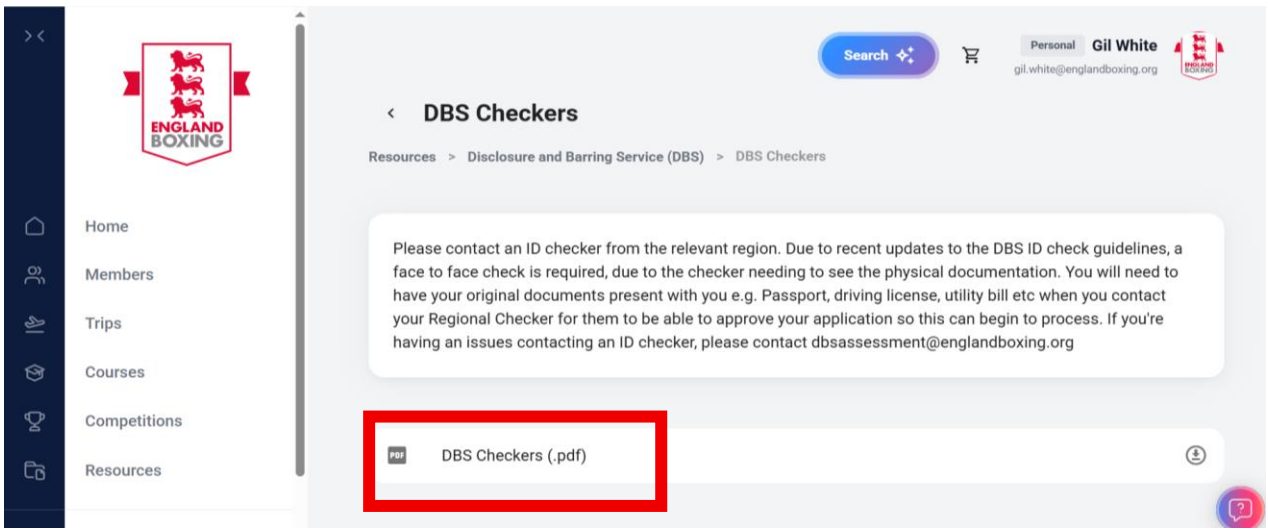
Stage 3 – Contacting an ID Checker

7. Once the application has been completed, you will then need see an ID Checker so they can approve your application.

Please note that a list of ID checkers can be found on the Locker via Resources > DBS Applications > View Resources. You will find a document with the checker's contact details. They have an email and/or phone number provided for you to contact.







8. Due to recent updates to the DBS ID check guidelines, an in-person face to face check is required, due to the checker needing to see the physical documentation. You will need to have your original documents present with you e.g. Passport, driving license, utility bill etc when you contact your Regional Checker for them to be able to approve your application so this can begin to process. https://www.gov.uk/government/publications/dbs-identity-checking-guidelines/id-checking-guidelines-for-standardenhanced-dbs-check-applications-from-22-april-2025.

Stage 4 – Uploading your DBS details to the Locker

9. Once the ID check has been completed, the DBS will begin to process. The application will go through 5 stages. Please note that EB do not process the application and can only provide updates. The DBS service and relevant police force process the application.

10. Once the application is complete you will receive a physical copy of the certificate. The DBS should be automatically updated to your Locker profile. If the DBS has content on it, it will not be updated automatically.

11. If the DBS has content, you will need to post the original DBS certificate into England Boxing so it can be processed. Please post the DBS into us along with a stamped self-addressed envelope, so we can return the DBS once it has been processed. We also suggest sending the DBS recorded delivery for tracking purposes.

Our postal address is:

England Boxing
English Institute of Sport

Coleridge Road
Sheffield
S9 5DA

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Major additions to this Document are highlighted in yellow for reference.