



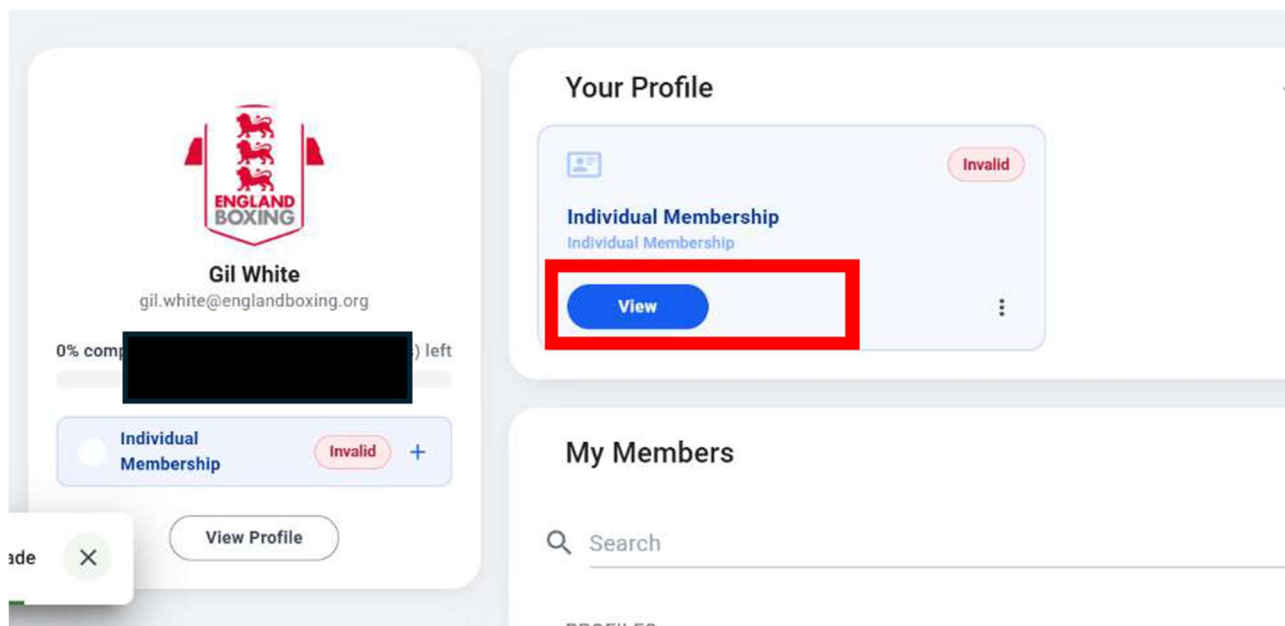
S28

DISCLOSURE & BARRING SERVICE (DBS) USER GUIDE

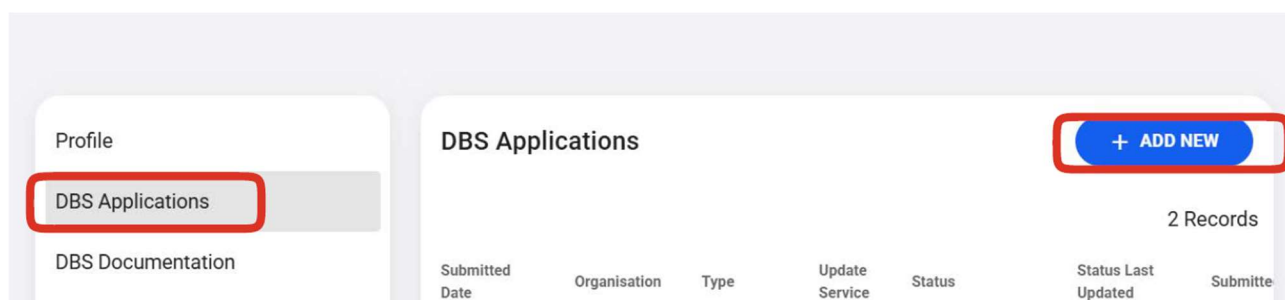
S28 – DISCLOSURE & BARRING SERVICE (DBS) USER GUIDE

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 3 dropdowns:

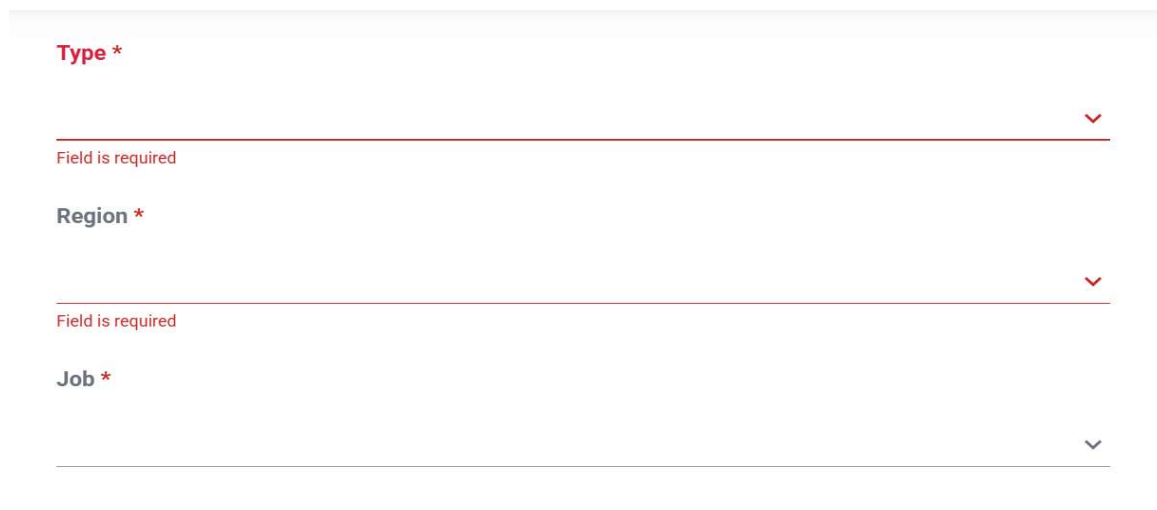
Type: The standalone enhanced check requires a face-to-face ID check with an EB registered ID checker upon completion. In most cases this requires applicants to travel to the checker.

The enhanced check (with Digital Identity) does not require a face-to-face check. The ID check is done online via by an organisation named Yoti. There is an additional £4 charge paid to Yoti. Members may consider using the digital ID check, as it eliminates the need to travel to a checker. Both options will give you a valid DBS with EB.

Digital ID check user guide

Region: Please select the region you are located in. Please note that ID checkers can only view applications from their relevant region.

Job: Please select the job role you require the DBS for.



The image shows a form with three dropdown menus. The first dropdown is labeled 'Type *' in red, with a red asterisk and a red 'v' icon. Below it is a red error message 'Field is required'. The second dropdown is labeled 'Region *' in red, with a red asterisk and a red 'v' icon. Below it is a red error message 'Field is required'. The third dropdown is labeled 'Job *' in red, with a red asterisk and a red 'v' icon. Below it is a red error message 'Field is required'.

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](#)

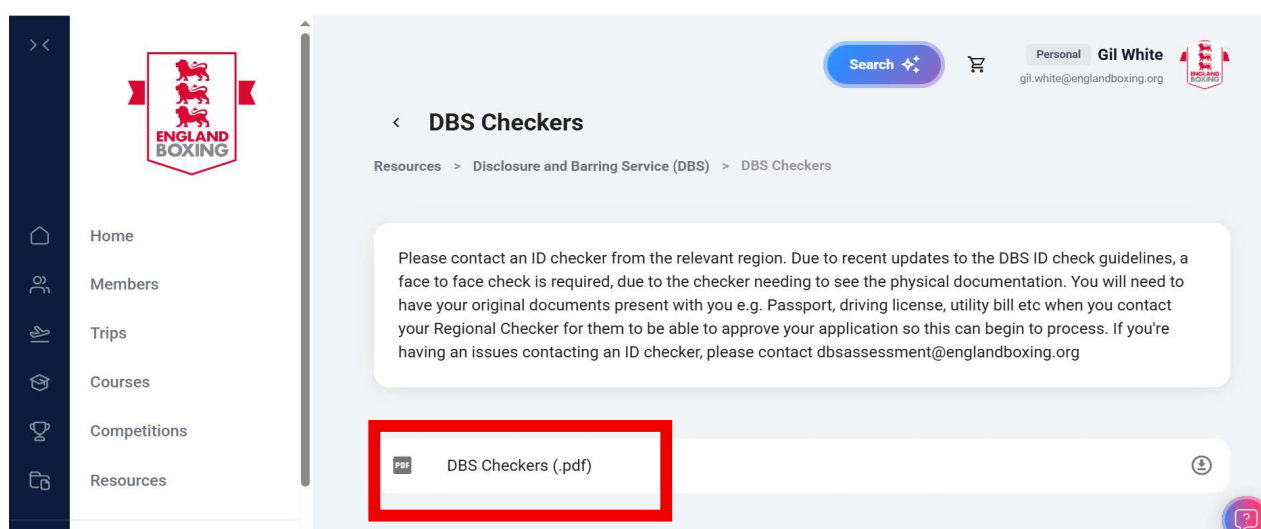
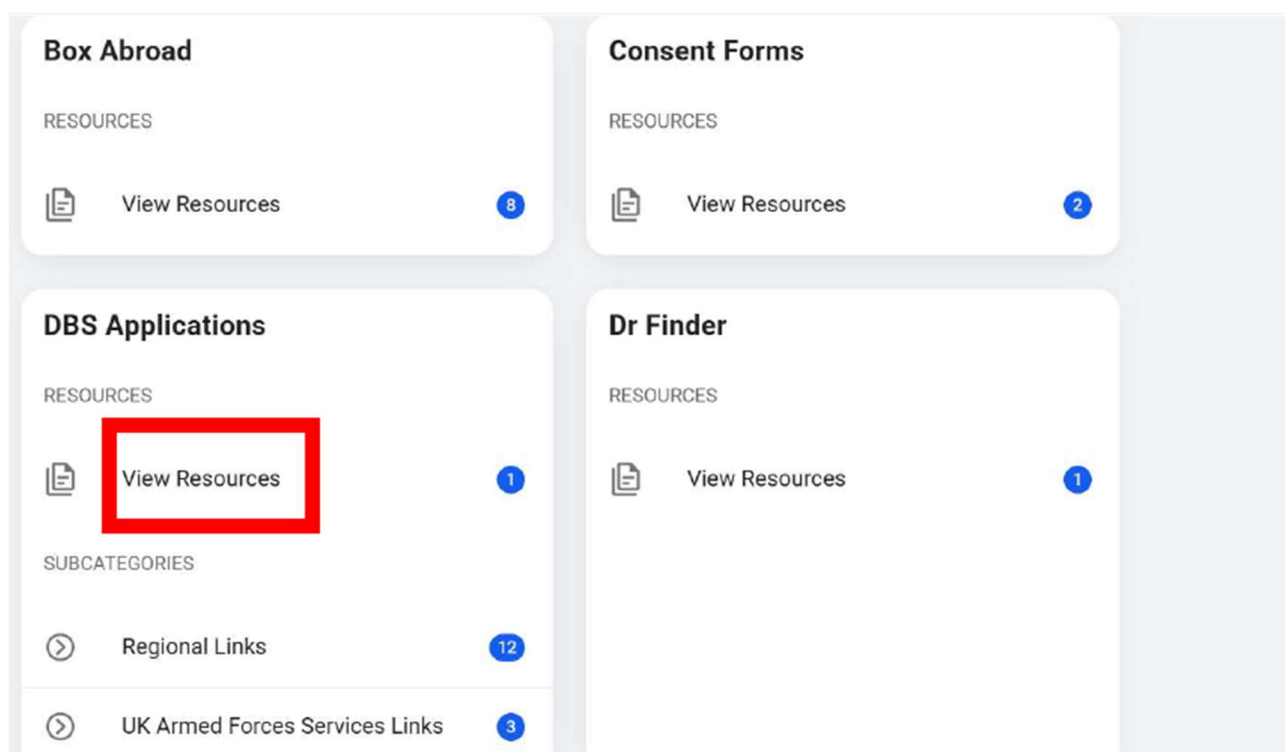
Stage 3 – Contacting an ID Checker

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.

If you have selected the Digital Identity check, you can skip to stage 4.

The screenshot shows the England Boxing Locker interface. On the left, a dark blue sidebar contains a menu with icons and labels: Courses, Trips, Competitions, Athlete Information, Coach Information, Resources (highlighted with a red box), Purchase History, Admin, Reports, and Queued Reports. To the right of the sidebar, a list of documents is displayed under the heading 'Certification'. The list includes: Coach Qualification, Officials Qualification, Doctor Qualification, Coach Educator Qualification, Amateur Boxing Results, Previous Combat Experience, Suspensions, Performance Pathway, RAGG Ratings, Officials Record Registration Book, and Addresses. On the far right, a light blue box contains text about DBS applications, including a note about enhanced child work force certificates and a contact email: dbsassessment@englandboxing.org. Below this, a table header is visible with columns: Status, Certificate Number, Start Date, Exp Date, Document Type, and Actions. A single record is listed below the header, but its details are obscured by a black redaction bar.



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

Version 1.1

Approved by Compliance Team

22 July 2026

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