



User Guide: Completing a Disclosure Application (DBS) in Atlantic Data – Option 2

Roles: Section Leaders, Assistant Section Leaders, Group Scout Leaders, Commissioners, Assistant and Deputy Commissioners, Administrators, Secretaries, Appointment Secretaries, Appointment Advisory Committee Members, Appointment Chairs, Scout Active Support Managers, Camp Wardens and Centre Managers.

The above roles are referred to as the 'Data Processors' in this user guide.

Process overview: This userguide explains how to request and complete a disclosure application (DBS) using 'Option 2'. This should be used when the applicant is not with you, the Data Processor, or does not have any of their original identification documents with them, but does have an email address.

If the applicant is with the Data Processor and has their original identification documents with them, 'Option 1' will need to be used instead. Guidance of how to do this can be found in the userguide 'Completing a Disclosure Application (DBS) in Atlantic Data – Option1'. The Option 1 user guide also explains what to do when using Atlantic Data for the first time.

Please Note: Within the Disclosure Application Process there are legal declarations; knowingly making a false declaration is a criminal offence. Users should only follow this process if they are prepared to make such declarations.

Process: Completing a Disclosure Application – Option 2

Please Note: Details of how to access Atlantic Data for the first time can be found at the start of the userguide 'Completing a Disclosure Application (DBS) in Atlantic Data – Option1'.

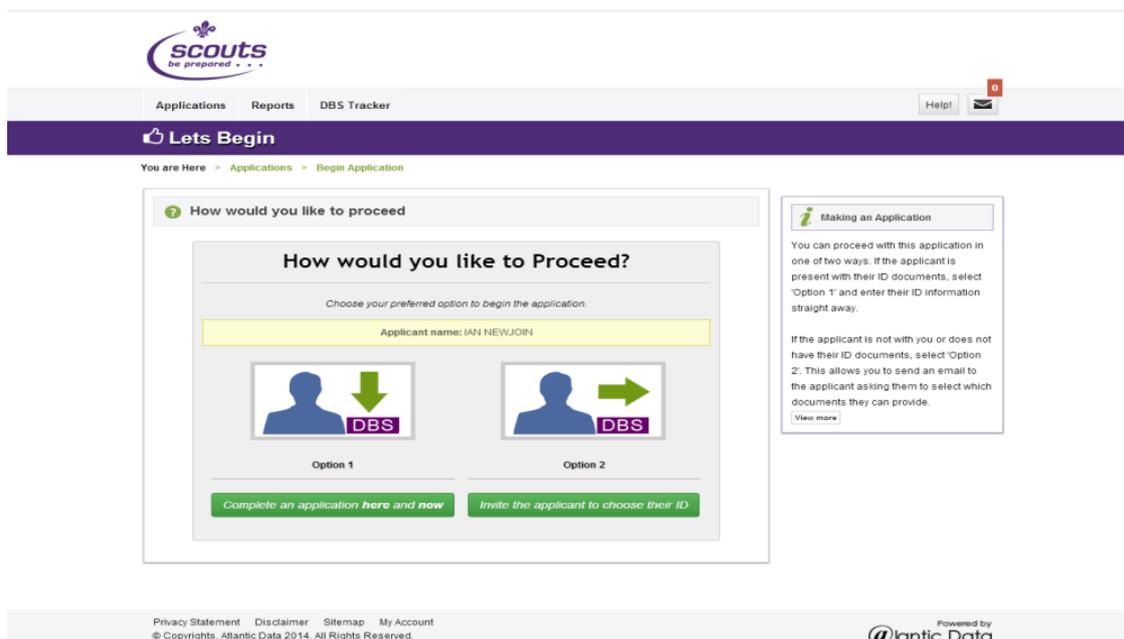
- 1 The Data Processor needs to log in into Atlantic Data. The 'Disclosures' tab is found in the Members area of scouts.org.uk.
- 2 To search for the applicant click on the 'Applications' tab and then click on 'Disclosure Requests'.

You are Here > [Applications](#) > [Disclosure Requests](#)



The screenshot shows the 'Applicant Search' interface. It features a search bar with a magnifying glass icon and a 'Help' button. Below the search bar are five input fields: 'Surname', 'Forename', 'D.O.B', 'Email Address', and 'Option'. The 'Option' field is a dropdown menu currently set to '--Select--'. A green 'Search' button is located to the right of the input fields.

- 3 Enter the first three letters of the applicant's surname and forename and click 'Search'.
- 4 The applicant's name will appear below the 'Applicant Search' box. If you cannot find the applicant, you will need to contact disclosures@scouts.org.uk. Click on the blue part of the applicant's name to continue.
- 5 From the list of available actions shown, click on 'Begin Application' and you will be presented with the screen below.



The screenshot shows the 'How would you like to proceed?' screen. At the top, there is a navigation bar with 'Applications', 'Reports', and 'DBS Tracker' tabs, along with a 'Help' button and a notification icon. Below the navigation bar is a purple banner with 'Lets Begin' and a thumbs-up icon. The main content area is titled 'How would you like to proceed?' and includes the text 'Choose your preferred option to begin the application.' and 'Applicant name: IAN NEWJOIN'. There are two options presented: 'Option 1' with a green arrow pointing down to a 'DBS' icon and a button labeled 'Complete an application here and now'; and 'Option 2' with a green arrow pointing right to a 'DBS' icon and a button labeled 'Invite the applicant to choose their ID'. A help box on the right titled 'Making an Application' provides instructions on how to proceed based on whether the applicant has their ID documents. The footer contains links for 'Privacy Statement', 'Disclaimer', 'Sitemap', and 'My Account', along with copyright information and the 'Powered by @atlantic Data' logo.

- 6 If you, the Data Processor, is not with the applicant or the applicant does not have their ID with them, and the applicant has a valid email address, Select 'Option 2' to send an email to the applicant asking them to choose which ID documents they will produce.

If applicant is with you and they have their original identification documents or you are using the ID Checking Form, you should select 'Option 1' and refer to the Option 1 user guide.

7 The applicant will then receive the following email and will need to follow the link and log onto Atlantic Data.

From: a@atlanticdata.co.uk [<mailto:a@atlanticdata.co.uk>]

Sent: 03 February 2015 10:22

To: APPLICANT

Subject: The Scout Association

Dear *****

Ref: Disclosure and Barring Application

You have been asked to complete a DBS application for your role within The Scout Association. This is an essential part of ensuring the safety of young people.

You are now asked to login using the link and password below so that you can select the identity documents that you will provide when you meet with your identity checker. The login details are only for you to select which identity documents you would like to use and not for entering any details of these documents.

If you have a current passport, Driving Licence from UK, Isle of Man, Channel Islands or EU, Birth Certificate- issued within 12 months of your date of birth these **must** be chosen.

Please click on the link below or copy and paste the URL into your browser, and enter your username and password.

<https://thescouts.disclosures.co.uk>

Username: *****

Password: *****

Once you have selected your documents online you will need to make arrangements for the documents to be verified. Please contact your local leader or manager who will be able to meet with you and verify your documents. **Remember that you must take your original documents, not photocopies.**

Once this has been completed, you can either complete the final part of the process there and then or finish of the final part at home. If you decide to complete at home a new login/password will be issued to you.

Once you have completed these actions the DBS application has been officially requested. A paper copy of your disclosure certificate will be sent to your home address.

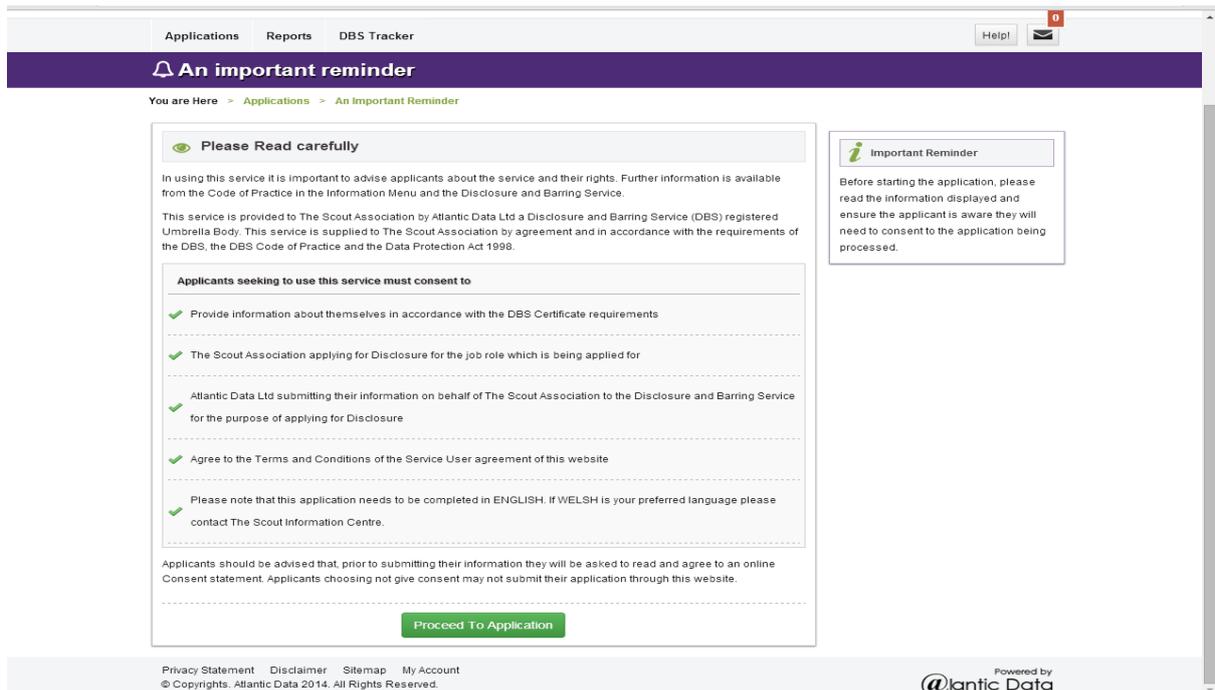
If you have any queries regarding this process, please email disclosures@scouts.org.uk.

Thank you for the time you are giving to Scouting.

Yours sincerely

The Scout Association
Vetting Team

- 8 Once the applicant has logged in to Atlantic Data, they will be asked to read through the following reminder information before proceeding to the start of the Disclosure Application Process.



- 9 They will then be asked to choose which identification documents will be used for the identity check, and to confirm that the original documents will be used.

Select the relevant ID documents using the 'Yes'/'No' boxes. Select 'No' for any forms of ID not being used.

The screenshot shows a form titled 'Does the applicant hold a valid:'. It contains several rows of questions with radio button options for 'Yes' and 'No'. The questions are: 'Passport (any nationality) ?' (Yes selected), 'Biometric residence permit (UK) ?' (No selected), 'Current photocard driving licence - UK/Isle of Man/Channel Islands/other EU country (full or provisional)' (Yes selected), 'Adoption certificate (UK and Channel Islands) ?' (No selected), and 'Birth certificate (UK and Channel Islands) ?' (No selected). Below the form is a green 'Proceed' button.

If you have selected enough ID documents to proceed with the process, the system will confirm this.



If you haven't selected enough ID documents, a new screen with further ID options for you to choose from will appear. This will continue until enough forms of ID have been selected.

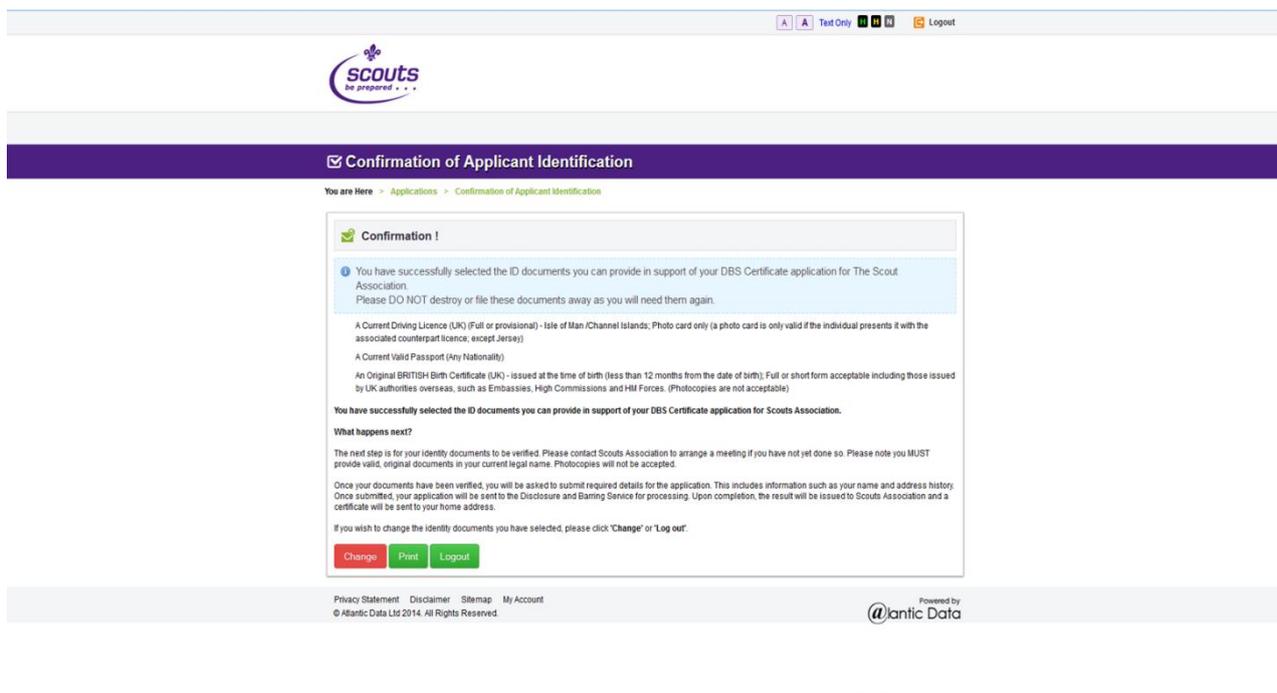
When the system has confirmed that you have selected enough ID documents, click 'Proceed'.

Please Note: If the applicant has a current passport, biometric residence permit, driving licence from UK, Isle of Man, Channel Islands or EU, adoption certificate or birth certificate (issued within 12 months of their date of birth) these **MUST** be chosen as part of their ID documents. This is called 'Route 1'.

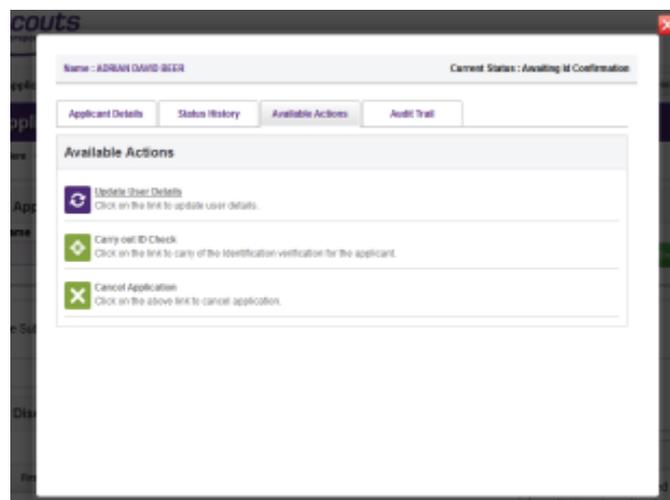
If the applicant doesn't have any of these documents (with them or otherwise), then alternative forms of ID will need to be used - this process is called 'Route 2'. For more information on using Route 2 and acceptable forms of ID for the process, please see the [information provided here](#).

- 10 A new page will open, at the top of which will be a summary of the ID documents that you have selected. If you want to change your selection, click 'Change'.

Once this has been done, the applicant needs to arrange to meet their Group or District line manager, to confirm their original identity within the system.



- 11 Once the applicant and Data Processor are together and have the original ID documents, the Data Processor needs to log in to Atlantic Data (Disclosure) system. Search for the applicant under 'Applications' and 'Disclosure Requests', click on the forename in blue and then, under the available actions, select 'Carry out ID check'.



12 The Data Processor can then enter the relevant personal information and identification documents.

Please Note: 'Current Forenames' may also include the applicant's middle name(s); if it does, you do not need to re-enter the middles name(s) in the field provided. If it doesn't, please enter their middle name(s) into the 'Middle Name' field.

ID Verification

You are Here > Applications > ID Verification

ID Verification

The applicant offered to provide the following original identity documents.

1. A Current Driving Licence (UK) (Full or provisional) - Isle of Man (Channel Islands); Photo card only (a photo card is only valid if the individual presents it with the associated counterpart licence; except Jersey)
2. A Current Valid Passport (Any Nationality)
3. An Original BRITISH Birth Certificate (UK) - Issued at the time of birth (less than 12 months from the date of birth); Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces. (Photocopies are not acceptable)

[Choose alternative documents](#)

Further Documents

All documents listed within this section must be original and contain an issue date. Photocopies are not acceptable. All documents must have been issued within the last three months.

Applicant Details

Title *

Gender * Male Female

Current Forename *

Middle Name

Current Surname

Date of Birth

Is the applicant's job role Voluntary? Yes No

Applicant will be working with

Applicant Documents

To begin the application, you must provide certain essential information regarding the applicant. We would suggest cross referencing these details with the ID documents you have. [View more](#)

Once all of the information has been entered, the Data Processor will be asked to confirm that they have seen the original identification, and be reminded that a false declaration is a criminal offence.

Please Note: If any of the applicant's given information does not match their identity documents, the application will not be able to continue. If this is the case, please contact disclosures@scouts.org.uk with the correct information and we can restart the process for you.

13 If the ID check has already been carried out, the Data Processor will be asked to enter the name and Membership number of the person who performed the ID check. If the applicant is with them and they have carried out the check, they will need to enter their own name and Membership number.

Identify Checker Confirmation

Please select from:

I confirm the following :

The applicant has provided original forms of valid identification.

I have entered the applicants personal details as given in the documents provided.

The documents show the applicants current name and address and at least one document shows the applicants date of birth.

I understand that to knowingly make a false declaration in this application is a criminal offence.

OR

I confirm the following :

The applicant has provided original forms of valid identification.

The applicant identification has been recorded by

Member Number Surname Forename

Date

The person named above has confirmed by signature that they have viewed the valid identification

- 14 Once the Data Processor has confirmed all of the details, they will see a message asking ‘When will the applicant complete the application?’.

The screenshot shows a form with a title bar containing a question mark icon and the text "When will the applicant complete the application?". Below the title bar are two radio buttons: "Here & Now" (which is selected) and "Later". A dashed horizontal line separates this from a light blue message box containing an information icon and the text: "You have now completed the identity check for the applicant named above. Select the 'Submit' button below as the final confirmation or alternately select 'Change' to edit these details." Below the message box are two buttons: a red "Change" button and a green "Submit" button.

If the applicant can complete the application and has all of their past address history, including postcodes to hand, then the ‘Here & Now’ option can be chosen.

If the applicant does not have their past address history available at the time then the ‘Later’ option can be chosen if the applicant has an email address. Choosing this option will send the applicant a temporary login and password that will allow them to complete and submit the rest of the disclosure application online.

Please Note: This will be a different temporary username and password to the one issued to the applicant earlier in the Option 2 process.

- 15 If the Data Processor has chosen the ‘Here & Now’ option, the ‘Create Applicant Login’ screen will appear. This will contain the applicant’s temporary username and password, which they need to note down carefully. Once this has been noted down, click on ‘Proceed’.

The screenshot shows the Scouts system interface. At the top is the Scouts logo with the tagline "be prepared". Below the logo is a navigation bar with "Applications", "Reports", and "DBS Tracker" tabs, and a "Help!" button with a notification icon. A dark purple header bar contains the text "Create Applicant Login". Below this is a breadcrumb trail: "You are Here > Applications > Create Applicant Login". The main content area is titled "Create Applicant Login" and contains a message box with an information icon and the text: "Additional applicant information is required. This includes details of any other names together with details of their last five year address history. In order to provide this information, the applicant will be required to: Login with their username and password. Choose a security question and provide the answer." Below the message box are two input fields: "Username" with the value "clive.testing" and "Password" with the value "fueheu5uf21". There is a "Change Password" button next to the password field. At the bottom of the form is a green "Proceed" button. To the right of the main form is a side panel titled "Create Applicant Login" with an information icon and the text: "Login details are required in order for the applicant to complete and submit their application online. Applicants submitting their application here and now will need to make a note of their details prior to logging in. Applicants submitting their application later will receive all the information they require to access the form, via email. View more".

16 The applicant should then enter their temporary username and password and click 'Login' to log in to the system.

If the applicant has forgotten or mistyped their username and password, the Data Processor (you) can retrieve this information by logging in to Atlantic Data, searching for the applicant by clicking on the 'Applications' tab, and then clicking 'Disclosure Requests' and entering their details into the search fields. Click on the applicant's forename when it appears underneath and a pop up box will appear with the option to 'Update User Details'. Click on this to view the applicant's username and password.

17 Once logged in to the system the applicant will be asked to answer some security questions based on their identification information.

- 18 The applicant can then complete their application, first consenting to the disclosure check being undertaken by ticking 'I consent', and then clicking on 'Proceed'.

The screenshot shows the 'Applicant consent' page. At the top, there are navigation tabs for 'Applications', 'Reports', and 'DBS Tracker'. Below the navigation is a purple header with the '@lantic Data' logo and the text 'Applicant consent'. A breadcrumb trail reads 'You are Here > Applications > Applicant consent'. The main content area is titled 'Applicant consent' and contains the following text:

Please read the Instructions below carefully and proceed further by ticking the checkbox

Thank you, you are now ready to begin completing your online DBS application. In order for you to use this service and complete your application you are required to give your consent to the terms of the Online DBS Service.

Your consent is required so that:

- ✓ The Scout Association can apply for a DBS Certificate.
- ✓ Your application form information can be passed to the DBS to carry out the Disclosure process.
- ✓ The DBS can complete your DBS Certificate.

Your details will be retained by us in accordance with Data Protection Standards. To read our Privacy Statement, please [click here](#).

Consent declaration

I give consent for my information and details to be used to obtain a DBS Certificate on behalf of @lantic Data Ltd and understand that @lantic Data Ltd, a DBS Registered Body will share this with the Disclosure and Barring Service. I also understand that @lantic Data Ltd and the DBS will only use my information for the purpose it is supplied unless my prior consent is obtained. I have read and understood @lantic Data Ltd's [Privacy Statement](#) and [Service User Agreement](#)

I consent

If you do not wish to give consent you may cancel your application by closing this screen. For further information about Disclosures, please read the Disclosure and Barring Service's [Privacy Policy](#)

At the bottom of the form is a green 'Proceed' button. On the right side, there is an information box titled 'Applicant Consent' with the text: 'Before starting your application, you must provide your consent to the check being carried out. Please read the information and tick the box before proceeding.'

At the bottom of the page, there is a footer with links for 'Privacy Statement', 'Disclaimer', 'Sitemap', and 'My Account', and a copyright notice: '© Copyrights, Atlantic Data 2014. All Rights Reserved.' The '@lantic Data' logo is also present in the footer.

- 19 A new page will appear. The applicant needs to read through this information carefully, checking the details and entering any further information as requested. When all details have been entered and checked, the applicant should click 'Next' to go to the confirmation page.

The screenshot shows the 'Step 1: Completing the Form' page. At the top, there is a purple header with the text 'Step 1: Completing the Form'. Below the header is a breadcrumb trail: 'You are Here > Applications > Step 1: Completing the Form'. The main content area is titled 'Applicant Details' and contains the following form fields:

Title * MR

Gender * MALE

Current Forename * CLIVE

Middle Name (if any) [Empty text box]

Do you have any other middle names ? * Yes No

Current Surname * TESTED

Date of Birth * 01 / 01 / 1980

Current Address Postcode PE3 6GE

Your Job Role Child Workforce Trustee / Helper / Leader

The DBS require details of any names used during your lifetime (mandatory)

Have you ever used another Forename * Yes No

Have you ever used another Surname * Yes No

National Insurance Number [Empty text box]

Born in the UK * Yes No

On the right side, there are two information boxes. The first is titled 'Applicant Details' and contains the text: 'To begin the application, you must provide certain essential information regarding the applicant. We would suggest cross referencing these details with the ID documents you have.' The second is titled 'Previous Names' and contains the text: 'It is a requirement that any previous forenames and/or surnames previously used are stated within your application.' Below this text is a 'View more' button. At the bottom right, there is a partially visible information box titled 'Further Details'.

20 The final step is for the applicant to verify the information entered and then complete the final declaration. To do this they need check through the details carefully and then tick the 'I Declare' box. If they want to make any changes at this stage, they can do so by clicking 'Change'. When they are happy, they need to click 'Submit'.

Passport Expiry Date	10/06/2020
<div style="border: 1px solid gray; padding: 5px;"> The documents below must not be more than 3 months old </div>	
Bank or Building Society Statement Issue Date	01/06/2014
Electricity Bill Issue Date	02/06/2014
ID checked by :	RICHARD MEREFIELD
ID checked :	Y
Current Address checked :	N
<div style="border: 1px solid gray; padding: 10px;"> <input checked="" type="checkbox"/> I Declare <p>I understand that by submitting this application I am confirming the information provided is complete and true and that to knowingly make false statement is a criminal offence. I consent to the DBS using my information to verify my identity in order to process my application.</p> <p>I understand that any information subsequently found about me may contain details of arrests, convictions, cautions, reprimands and warnings, including any other relevant information disclosed at the discretion of the Chief Police Officer(s). I consent to this information being disclosed to The Scout Association for the purpose of assessing my suitability for the position applied for.</p> <p>I understand my statutory rights are not affected and that I may dispute any information disclosed using the DBS's disputes procedure. I have read and understood The Scout Association's Privacy Statement.</p> <p>I understand that to knowingly make a false declaration in this application is a criminal offence.</p> </div>	
<div style="border: 1px solid gray; padding: 5px;"> <p> To change any of this information click on CHANGE below. To confirm the information above is correct click on SUBMIT</p> </div>	
<div style="display: flex; justify-content: space-around;"> Change Print Your Details Submit </div>	
<div style="border: 1px solid gray; padding: 10px;"> <p> Applicant Declaration</p> <p>You are completing a legally binding form and you are required to declare that you understand the implications of completing it and that you have submitted accurate information.</p> <p>At this point (and only at this point) you are able to print all of the information that has been submitted by both yourself and the ID checker.</p> </div>	

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21 The applicant will then see the 'Application Confirmation Screen', pictured below.

Text Only Logout

Applications Reports DBS Tracker
Help! 0

Applicant Confirmation Screen

Applicant Confirmation Screen

Thank you for submitting your application!

Your application has now been submitted fully and it will shortly be sent to the DBS for processing.

If you need to find out about the progress of your application then please get in touch with your ID checker at The Scout Association.

When the DBS have completed your Disclosure check they will send you a certificate in the post to your current address and inform The Scout Association accordingly.

The amount of time taken to complete a Disclosure certificate varies for each individual application, but a large number of checks come back within fourteen days. Sometimes applications can take longer and sometimes this is as a result of further information being requested by local Police, if this is so then this will be requested via your contact at The Scout Association.

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Please Note: Once the application has been submitted, ensure you log out of the system using the 'Logout' button at the top right hand corner. **Please do not close down your browser without logging out of Atlantic Data.**

- 22** Whilst the application is being processed, the Compass system will display a 'Pending' message on the applicant's 'Disclosures' page. When a disclosure has been issued, Compass will automatically display 'Disclosure Issued' along with the disclosure number.
- 23** You can also log in directly to the disclosure system to check on the progress of a specific application. Go to the 'Members' area of scouts.org.uk and click on the 'Disclosures' tab.

