

How to apply for a basic DBS check

If HOAA has asked you to obtain a DBS check, please follow the instructions from <https://www.gov.uk/government/organisations/disclosure-and-barring-service>

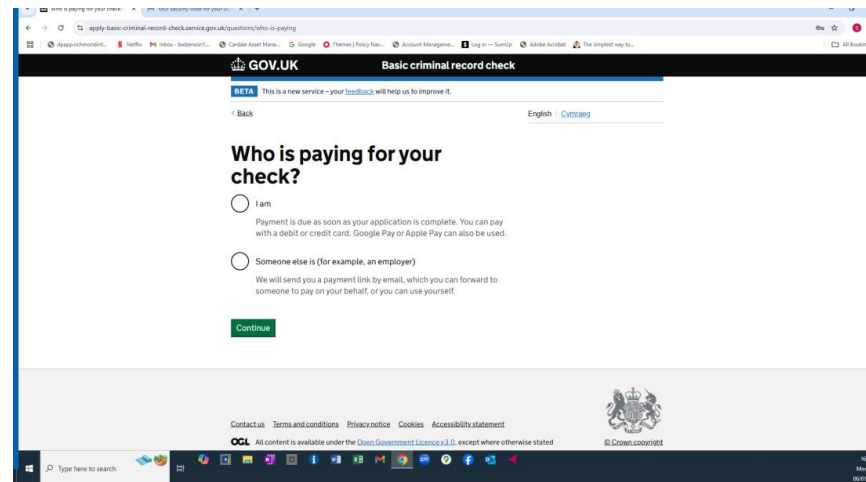
GOV.UK One Login

You may need to prove your identity via **GOV.UK One Login**, either online or at a Post Office.

You may already have a **Login** if you've used a government online service for some other reason - if not you'll be able to create one.

When given the choice, request the DBS certificate be sent to your home address.

And when asked who is to pay the fee, select “I am”:



The screenshot shows the GOV.UK website for a 'Basic criminal record check'. The page title is 'Basic criminal record check'. Below the title, there is a message: 'This is a new service - your feedback will help us to improve it.' with a 'Back' link and language options for 'English' and 'Cymraeg'. The main heading is 'Who is paying for your check?'. There are two radio button options: 'I am' (selected) and 'Someone else (for example, an employer)'. Under 'I am', it says 'Payment is due as soon as your application is complete. You can pay with a debit or credit card. Google Pay or Apple Pay can also be used.' Under 'Someone else', it says 'We will send you a payment link by email, which you can forward to someone to pay on your behalf, or you can use yourself.' A green 'Continue' button is at the bottom of the form. The footer includes links for 'Contact us', 'Terms and conditions', 'Privacy notice', 'Cookies', and 'Accessibility statement', along with the OCL logo and copyright information.

You will then get the following screen:

Awaiting payment

What happens next

- we have sent you an email containing a payment link with instructions
- if someone else is completing payment on your behalf, you must forward the email on to them
- if you wish to pay, you can use the payment link yourself
- payment will need to be made before your application can be completed
- if payment is not received after 10 days, your application will be cancelled

Go to your email and pay the £21.50 fee.

You will then get an acknowledgement email:



Your payment of £21.50 to Basic DBS check was successful

Payment for: Basic criminal record check
Reference: V13483078
Date of payment: 15 February 2025 – 20:32:06

This email is your payment receipt only.

We do not charge VAT and we do not provide invoices.

To be reimbursed by HOAA forward this email to paul@paulhskinner.plus.com, together with your bank details:

- **Account Name**
- **Account number**
- **Sort code**

When the DBS check is ready you will get an email. Either use the online “share” function to send the results to Sarahbenson152@gmail.com electronically, or take a picture of the paper DBS certificate when it arrives and email the photo to the same email address.