

Applications for DBS disclosures

By far the best way is to do this online. It is quicker, easier, and errors are less likely.

For an online application you need an Organisation Reference and Password.

Lay applicants

The Organisation Reference and Password can be obtained from your Superintendent, one of the Ministers in the Circuit, or a Lay Verifier if your circuit has one.

The Organisation reference for the Circuit will be METH23xx.

The Password will be similar to METHODxxx.

Ministers (Presbyters, Deacons, Supernumeraries, etc)

Ministers are now able to use the online system. Ministers will need a District Organisation Reference and Password, and the Superintendent, District Safeguarding Officer, or District Chair can verify the application.

To start an application

Go to this web site:

<https://disclosure.capitarvs.co.uk/cas/>

Click on the left hand orange box where it says "Start Application"

On the next screen enter the Organisation Reference and Password, and click the Enter button.

Read the following two screens, click the box at the bottom of each to show they have been read, and click the Enter button.

Fill in the applicant details on the following screens.

When the application is completed arrange with one of the verifiers to meet to complete the ID verification process.

To get the application verified

Take the appropriate ID documents to the verifier.

The verifier uses the same web site and clicks on the Green box where it says "Manage Applications"

They will need to enter the same Organisation Reference, their username and date of birth.

On the next screen they will need their personal password.

On the next screen they can select the applications waiting for verification and then select this one.

The details of the ID documents are then entered.

On completion the application is forwarded to the Churches Agency for Safeguarding for them to authorise.

At one point in the process you will need to specify which workforce the application is for:

Child Workforce

Adult Workforce

Child and Adult Workforce

Select the appropriate one.

You will also have to specify whether the application is for a paid position or a voluntary one, and if a paid position you will need to pay the appropriate charge using a credit or debit card.

The process takes 3 or 4 days once the application has been verified.
 The verifier will get an email telling them that the certificate has been issued. If it is clear the email will say so. The applicant will get their certificate in the post.

The applicant should be encouraged to register for the Update Service using either the application number at the time of application or the certificate number within 14 days of receipt.
 To do this go to this web site <https://www.gov.uk/dbs-update-service> and click the Register Online link. Fill in the details.
 For a paid post there is a charge which is £13 per annum.

To obtain a Paper DBS application form

You are encouraged to use the online system if at all possible. However if you must use a paper form The Churches Agency for Safeguarding has taken over the responsibility of distributing the forms from Methodist Publishing which closed in October 2013. They do not charge for the forms themselves but will be charging £1.50 to cover postage costs for up to every 10 forms. If you do require paper forms then you have two options. You can ring CAS on 0207 467 5216 and pay by debit or credit card over the phone or you can write to them at CAS, Methodist Church House, 25 Marylebone Road, London, NW1 5JR and enclose a cheque made payable to 'CAS'. They cannot send invoices, and need payment before shipping the forms. They will send a receipt if requested.

Who can verify applications?

The list of verifiers is as follows

Applicant	Lay employee or volunteer	Ministers - including Presbyters, Deacons, Probationers, Supernumeraries, etc.
Organisation Login for Applicants	Organisation reference and password of their Circuit	Organisation reference and password of their District
Who verifies	Ministers, Lay verifiers	District Chairs, Superintendents, District Safeguarding Officers
Organisation Login for Verifiers	Organisation reference and password of their Circuit	Organisation reference and password of their Circuit