



DBS Disclosure Applications

Tracking Progress of a DBS Application

6 November 2020

Tracking a DBS Application

Once a DBS application has been submitted to the DBS, progress can be tracked on the Online DBS system by Hackney Education HR or by the school's DBS Administrator.

Additionally, the DBS website provides an online facility for tracking the progress of DBS applications. This Tracking Service provides more detailed real-time information about the progress of any disclosure applications made. Applicants are sent an e-mail with their reference number and details of how to track progress of their own application.

In order to use the Tracking Service, you need to know the DBS application reference number and the employee's date of birth.

To check the progress of an individual's application:

1. Click this link to start the DBS's Tracking Service:
<https://secure.crbonline.gov.uk/enquiry/enquirySearch.do>
2. Enter the reference number and the applicant's date of birth, and then click **Search**. The Tracking Service will show how far through the process the application has been progressed and the stages that have already been completed:

The DBS Application Form reference number.

The screenshot shows the DBS Tracking Service interface. At the top, it says 'Disclosure & Barring Service' and 'Tracking Service'. Below that, it says 'Thank you for using the tracking service'. The main content area shows the progress of application E0590795896, which was received on 17 May 2018. A table lists five stages: Stage 1 (Application Form received and validated) completed on 17 May 2018; Stage 2 (Police National Computer searched) completed on 22 May 2018; Stage 3 (DBS Children, DBS Adults and List 99 searched, where applicable) completed on 23 May 2018; Stage 4 (Records held by the Police search) in progress; and Stage 5 (Certificate Printed) not started. Below the table, there are several notices, including a 'PLEASE NOTE' about search times, a timestamp 'This information is correct as at 13:11 31 May 2018', an enquiry phone number, and an 'IMPORTANT NOTICE' about recruitment decisions. At the bottom, there is a '< Search again' button and a subscription notice for the Update Service.

Stage	Description	Progress Status	Completion Date
Stage 1	(Application Form received and validated):	Completed	on 17 May 2018
Stage 2	(Police National Computer searched):	Completed	on 22 May 2018
Stage 3	(DBS Children, DBS Adults and List 99 searched, where applicable):	Completed	on 23 May 2018
Stage 4	(Records held by the Police search):	In Progress	
Stage 5	(Certificate Printed):	Not Started	

Progress status, tracking the application through the five stages (explained overleaf).

3. Click **Search again** if you want to track another application.

How long after I send the application can I start to track it?

You will normally be able to see the application on the Tracking Service within one working day following ID Verification. This allows for it to be received, checked and countersigned by Hackney Education’s DBS Operational Lead and submitted to the DBS.

What are the five stages in the application’s lifecycle?

Your application is progressed through five stages, from the DBS receiving and validating the application, through to the disclosure being printed and sent.

- 1** Application form is received by DBS and checked to confirm it is completed correctly.
- 2** The name on the application is cross-referenced with National Police Database to see if any convictions appear.
- 3** The name and date of birth on the application is cross-referenced with the relevant DBS Barred List.

Stage 1	(Application Form received and validated):	Completed on	26 Oct 2020
Stage 2	(Police National Computer searched):	Completed on	26 Oct 2020
Stage 3	(DBS Children, DBS Adults and List 99 searched, where applicable):	Completed on	27 Oct 2020
Stage 4	(Records held by the Police search):	In Progress	
Stage 5	(Certificate Printed):	Not Started	

- 4** The application is sent to the relevant local police force for further checks. If there are delays, this is the stage at which they are most likely to occur.
- 5** The disclosure is printed and sent to the Applicant.

Further information

For more information about the process of checking an individual’s application, see: <https://www.gov.uk/guidance/track-a-dbs-application>.