Obtaining a DBS check
Frequently Asked Questions

These FAQs will inform you about the process of obtaining a DBS check. Please read the below carefully and ask us any questions that you might have.

1) What is a DBS?
A DBS check is a record of an individual’s criminal record, which is then issued in the form of a certificate. The check is carried out by the Disclosure and Barring Service (DBS), an external company who process the requests for criminal records checks. All volunteers working with children and young people must obtain a criminal record check. When you have completed the DBS form and provided 3 pieces of ID, YSIS will send your form to the DBS for processing.

2) How long do DBS checks take?
After completing a DBS form at a DBS clinic, it can take 2-4 weeks for you to receive your certificate. You will receive your certificate through the post, to the address that you provided as your current address. YSIS has no control over this process.

3) Can I track my DBS check?
You can track the process of your DBS check online by visiting https://secure.crbonline.gov.uk/enquiry/. In order to do this you will need the form reference number from the front of your DBS form (starts will F0). If your DBS check does not arrive you can ask DBS to re-send the certificate one more time. To do this, you will need to call the DBS on 0870 90 90 811.

4) What do I do when I receive my certificate?
You must present your certificate to YSIS for checking before your placement starts, as YSIS will not receive a copy of it. YSIS student managers can check this for you Monday - Friday between the hours of 11.45 am and 1.15pm, in Careers. You will also need to present your certificate to your placement school on your initial visit or first placement day. Please keep your certificate safe – if you lose it you will have to go through the whole process again!

5) Can I use my DBS check for other volunteering?
YSIS will provide you with an enhanced DBS check, but no longer checks against the barred lists. Your DBS check is valid for most University of York volunteering for the 3 years of your undergraduate degree, for similar activity. This includes most YUSU volunteering roles. Please note that work with Widening Participation, e.g. Student Ambassador roles, require students to complete new DBS checks, as a different level of check is required. If you are likely to volunteer outside of university activities, you may benefit from joining the DBS Update Service. The Update Service is free of charge for volunteers and will allow you to take your DBS check from role to role, within the same workforce, where the same level and type of check is required. Use your DBS reference number (the number starting ‘F00’ on the front of the form) and go to https://www.gov.uk/dbs-update-service within 14 days of your application to sign up.

If you have any questions about the DBS process please email ysis@york.ac.uk