

Student & Academic Services

Student Centre

The steps you need to follow to obtain your Enhanced Disclosure Barring Service (DBS) Certificate

- 1) Select your identification documents and complete your application

Students who need to complete a DBS check will receive an email from dbs@greenwich.disclosures.co.uk containing a link to our online DBS application service.

There, you will be able to set up your password for the online service, complete the application and select a minimum of three documents that you will use to verify your identity. These documents must confirm your full legal name, date of birth and current address.

We can only accept current, original documentation and we cannot accept photocopies or documents printed from the internet. [Please refer to this list of accepted documents.](#)

- 2) Make your DBS payment online and verify your identity

To proceed with the application you must first