**Disclosure & Barring Service (DBS)**

There's a new system which means the form can be completed online - either at home or in the studio - whichever is best for you. The instructions are listed below to get you started but there are other documents relating to the documents required to complete the check etc. which will also be provided.

Here's the link:

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

Just click on **'Start Application'** in the **orange box**

**Organisation Reference** is: MENTALHEALTH

**Password** is also: MENTALHEALTH

**\*Both the reference & password must be in upper case**

You'll then be able to complete the DBS form online, and it doesn't cost you anything! You'll be provided with an ID reference to access your form online and it will be valid for one year. If you volunteer at another organisation within that time they will be able to access your DBS using your reference number, your full name and date of birth (with your permission of course!)

Once the information has been filled in a member of staff will be be able to run a check which will involve you bringing in 3 forms of identification. The application can then be submitted by a member of staff and you'll receive your DBS certificate via post. If you can bring that document with you when you next volunteer that would be great.

If you have any questions about the whole process just ask a member of staff.

**Thanks,**

**Chilli Team**