



Completing Your Online LTA DBS Application Form

Table of Contents

Before the DBS Application	2
Registering	3, 4
DBS Application.....	5
Step 1 – About You	6, 7
Step 2 – Contact Details	7, 8
Step 3 – Verification Documents	9, 10
Step 4 – Summary	11
Step 5 – Confirmation	12
After Completing Your ID Check.....	12

Need to Know Before Starting the Application Form

- You will need an LTA account to complete the DBS Application Form – to join for free please see [here](#). Any issues with this, please check out the Contact Us form [here](#).
- If you are an **overseas** applicant please see the OCR webpage [here](#) for further instructions.

Contact Details

- If you have technical issues with the application form, please contact First Advantage using the details below:
 - Tele: 0115 969 4600
 - Email: support@onlinedisclosures.co.uk
- After completing the application form and you are needing to change the verification method from 'Organisation' to 'Post Office' then you will need to contact the LTA by filling out our Contact Us form [here](#).

Additional Information You Need to Know During your Application

1. What role you are undertaking at your venue? List of positions can be found [here](#). This will be needed when choosing your role on the application form.
2. During the application, you will need to choose where to get your ID documents checked. You can decide on Step 3 of the application, choosing either 'Organisation' or 'Post Office' from the Verification Method section:
 - Organisation – An LTA ID Checker will be able to check your documents for free. If an ID Checker is at your venue or county, then their contact details will be available to you once the application form has been submitted. These checks **MUST** be done face-to-face.
 - Post Office – You will need take your documents to a Post Office (locations can be found [here](#)). *Please note: This is service is charged.*

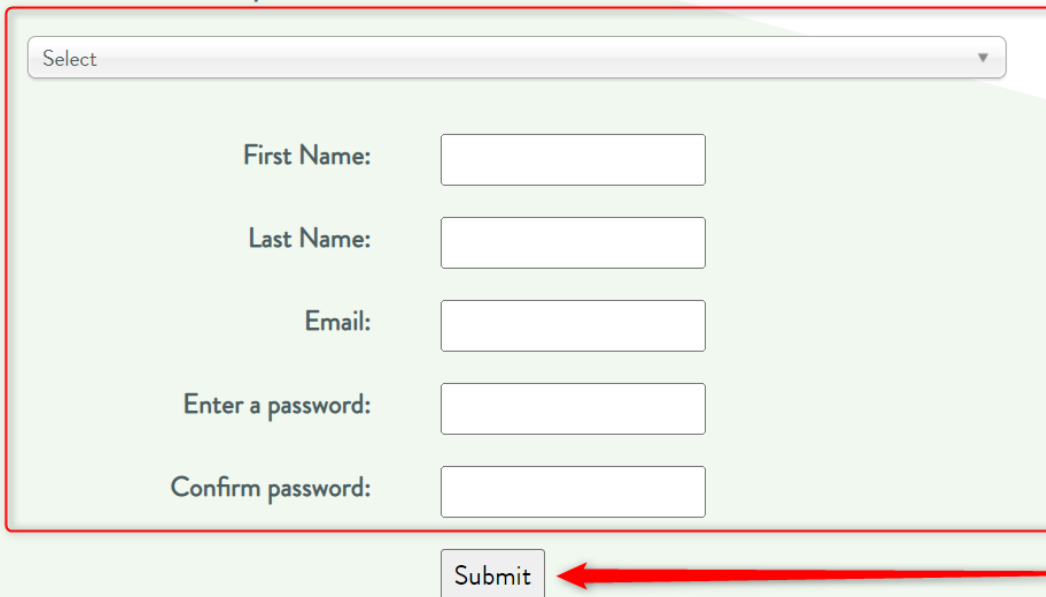
To start your application for a DBS, please go to the LTA DBS webpage [here](#) and login.

Registering

1. Once logged in, please read all the information, and then select your venue and add all the details required. Click 'Submit'.

You must complete the ID check before your DBS application will be submitted for processing.

Please select your venue



Select

First Name:

Last Name:

Email:

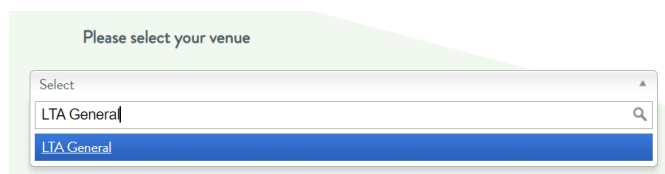
Enter a password:

Confirm password:

Submit

If your venue is **not** listed, please contact the [LTA Customer Support Team](#) with the name of the venue, address and county and we will add this for you.

If the DBS is urgent please select '*LTA General*' from the venue list and you will be able to complete the application form.



Please select your venue

Select

LTA General

LTA General

Those working at **Scottish venues** will need a PVG from Tennis Scotland. All information on how to get this can be found [here](#).

2. Press 'Continue' to start the DBS application.

Click "continue" below to proceed to the DBS portal. Please use the credentials used in the form to login.

[Continue](#)

You will receive an automated email from 'FADV OnlineDisclosures System' which includes the following:

- Organisation Pin of your venue.
- The [link](#) to log back into your application if you sign out.

If you do not complete the DBS application form on first viewing and need to log back in later then please use your Organisation Pin, email address and password from the initial set up.

Start Application

1. Read the information needed and click 'Begin application'.

Save & sign out

Before you Begin

This application process should only take around 4-5 minutes to complete. You can save your progress and return at any time to complete the application.

By proceeding with your application you (or your organisation) will not be subject to any refund.

What you will need

If you have any of the following then you will be asked to provide details:

- National Insurance number
- Valid Driving licence
- Valid passport
- Valid national ID card

Begin application

2. Read the Statement of Fair Processing and click the T&Cs and click 'Proceed with Application'.

Statement of Fair Processing

Please confirm below that you agree to the following statement of fair processing

Applications for **Standard and Enhanced Checks** are processed by Disclosure and Barring Service (DBS).

By accessing the Website and providing your personal details, you agree to accept and be bound by the [Privacy Policy](#) which explains how GBG processes your data for the purposes of obtaining your Disclosure from DBS, the key terms of which are non-exhaustively summarised in this statement of fair processing.

Data can only be amended by the applicant using the email address and password supplied at registration. Therefore, it is important that you keep this information in a secure place.

By **ticking the two boxes below**, applicants using this service for the purpose of obtaining a Disclosure from DBS, confirm that:

If I am applying for a DBS Standard and Enhanced Check, I have read the Standard/Enhanced Check Privacy Policy for applicants <https://www.gov.uk/government/publications/dbs-privacy-policies> and I understand how DBS will process my personal data and the options available to me for submitting an application.

Consent to obtain e-Bulk Standard/Enhanced Check electronic result

I consent to the DBS providing an electronic result directly to the registered body that has submitted my application. I understand that an electronic result contains a message that indicates either the certificate is blank or to await certificate which will indicate that my certificate contains criminal record information. In some cases the registered body may provide this information directly to my employer prior to you receiving the certificate.

Proceed with application

Section 1 – About You

You must specify your gender and supply your full name details.

Shortened names, 'nicknames' and initials should not be used unless these are stated on your Identity Documents(ID).



Please note - we require all questions to be answered unless labelled as (Optional).

Your Name & Gender

Please provide your full name and all names you have been known by in the past.

Gender

A confidential checking process exists for transgender applicants who do not wish to reveal details of their previous identity to the person who asked them to complete an application for a disclosure. Please contact the Sensitive Team on sensitive@lta.gov.uk

Male Female

Title

Select

Forename

eg. John

Surname

eg. Smith

Do you have a middle name?

Yes No

Have you been known by any other names?

This could be a change of first or last name

Yes No

You must complete all mandatory fields relating to your Birth Details.

Birth Details

Please provide details about your place of birth.

Date of birth

DD - MM - YYYY e.g. 22 - 12 - 1960

Town you were born in

This can be found on your birth certificate or passport.

Country you were born in (Optional)

Your country of birth as it appears on your birth certificate.

Country you were born in

Please select

Birth nationality (Optional)

If you have any of the ID documents listed in this section you must supply this information.

1. Click the box next to any current and valid ID that you have. You will be asked to supply information relating to that particular document.
2. Enter all the required information for the ID you have selected. If you do not have any of the documents click the box to state this.
3. Click 'Proceed to step 2'.

Identification

Please select the items of identification that you own.

Do you have any of the following forms of ID?


- National Insurance number
You can find your NI number on your payslip, P45 or P60 or correspondence from HM Revenue & Customs. Letters must be typed in CAPITALS with no spaces.
- Valid driving licence
Please provide your driving licence number. Format ROBIN757025CJ99901
- Valid passport
- I do not have any of the above forms of ID

Proceed to step 2


Step 2 – Contact Details

1. The email address will be pre-populated with the email address used to register. It is recommended that you provide a contact number.

[Withdraw](#) [Save & sign out](#)



1 About You 2 Contact Details 3 Verification Documents 4 Summary 5 Confirmation



Contact Details

We may need to contact you regarding your application. The contact details you provide will only be used for this application.

Main phone number *(Optional)*

Phone numbers will only be used between the hours of 9am–5pm
The main phone number for DBS basics should include the international dial code i.e +44

Email address

john.doe@test.com

This is the email address you registered with and cannot be changed

For your application to be processed, a full 5 year address history must be provided.

Lived Abroad or been travelling in the last 5 years?

If you have lived abroad or been travelling and visited more than one country, the details for each country you visited must be entered. It is possible for the dates you visited/lived in each country to overlap.

If you have lived in a country/ies for a total period of **6 months** in the **last 5 years** then we will need an Overseas Criminal Record (OCR) check from that country before we can add a UK DBS to your LTA profile. For further guidance on this please see [here](#) or our FAQs on the [LTA Help Centre](#).

Lived Away at University?

If you are currently living away from home (e.g. as a student), but your ID relates to your home address, enter your home address as your current address. It is possible for the dates you have lived at these addresses to overlap.

The ID documents you provide as proof of address for verification must match the current address details supplied in this section.

Your Address

We require 5 years of address history including home and university addresses. Please provide your current address first. You will be asked for further addresses if 5 years are not covered. There must be no gaps.


For DBS checks, if your current address is overseas it may be advised to use a c/o address in the UK, i.e. your organisation, to ensure you receive your disclosure certificate.

If you have travelled abroad with no fixed abode, select 'Enter address manually' where you can then provide your travel details.

If you have travelled abroad with no fixed abode, select 'Enter address manually' where you can then provide your travel details.

Address History Timeline

The chart below shows the last 5 years address history, it will update as you enter your addresses below.



5 years ago | Today

Current Address

Postcode

[Enter address manually](#)

[Back to step 1](#)

Step 3 – Verification Documents

In the next step, you will need to choose your documents required for an ID Check.

But before this, you will need to choose how you are going to do this.

There are two ways your ID documents can be verified:

1) ID is Verified at the Post Office

LTA TENNIS FOR BRITAIN

1 About You 2 Contact Details 3 Verification Documents 4 Summary 5 Confirmation

Verification Method
Please confirm your verification method so we can determine the verification documentation required.

Verification method: Post Office [Change method](#)

What is your position within the organisation
Select position...
If there is no position present that describes your role, please contact the organisation that has asked you to complete this process

The Verification method is defaulted to 'Post Office'.

If you choose this method then after you have completed the application, you **must** print out the *ID Verification Service form* and take this to a Post Office along with the ID you have selected.

Note – You will be charged for this this service.

2) ID is Verified by the Organisation

LTA TENNIS FOR BRITAIN

1 About You 2 Contact Details 3 Verification Documents 4 Summary 5 Confirmation

Verification Method
Please confirm your verification method so we can determine the verification documentation required.

Verification method: Organisation [Change method](#) [View verifiers](#)

What is your position within the organisation
Select position...
If there is no position present that describes your role, please contact the organisation that has asked you to complete this process

If you choose 'Organisation' then you will be able to view the list of ID Checkers/ Verifiers in your venue or county. If no ID Checkers are shown then you will need to choose 'Post Office'.

The ID Checkers are volunteers and so they are very kindly taking their time out to do this for free.

Please note: You are responsible for contacting one of the LTA's ID checkers to arrange for your documents to be verified.

3. You will then be asked to choose your 'position within the Organisation'. This is the role you are undertaking at the venue/s. For a list of tennis roles which the LTA recognise, please check [here](#).

The screenshot shows a web form with the following sections:

- Verification Method:** A section with a heading and a paragraph: "Please confirm your verification method so we can determine the verification documentation required." Below this is a "Verification method:" label and a "Change method" link.
- Current Nationality:** A section with a heading and a paragraph: "Please choose your current nationality from the drop down selection. This may be different to your birth nationality. This will determine your ID selection." Below this is a "Back to step 2" link.
- Position Selection:** A section with the heading "What is your position within the organization". It features a dropdown menu labeled "Select position..." which is currently open, showing a list of roles: Assistant Tennis Coach, Competition Organiser, Disability Adult Coach, Disability Assistant, Disability Supervisor, Disability Tennis Coach, LTA Coach Accreditation, LTA Official Licence, Physiotherapist, Psychologist, Strength & Conditioning Coach, Tennis Coach, Tennis Hitter, Vol Assistant Tennis Coach, Vol Competition Organiser, Vol Disability Assistant, and Vol Disability Coach - Adults.

Please note:

If your DBS is for a paid role within tennis then **do not** choose a voluntary DBS (abbreviated as 'Vol').

4. Choose your 'Current Nationality' and click 'Select verification documents' to proceed and choose the necessary documentation.

At the end you must confirm and tick the three boxes. Once done click 'Proceed to step 4'.

For further information on documentation and what you need then please see [here](#).

Please confirm the following

- At least one of the documents selected contains a current address
- At least one of the documents selected contains a date of birth
- Documentary evidence was provided for the applicants name and any name changes where available

If you cannot confirm all of the above with the documents you have selected you can select a 3rd document from group 1 or 2 to help.

Proceed to step 4

Step 4 – Summary

1. We recommend you enter your LTA number into the 'Personal Reference Number' box as this is the LTA profile your DBS will be added to.

If you do not add your LTA number and you have more than one LTA account, then it may be added to the wrong one and thus cause delays.

LTA TENNIS FOR BRITAIN

Progress bar: About You (✓), Contact Details (✓), Verification Documents (✓), **Summary (4)**, Confirmation (5)

Application Overview

Organisation name: LTA Operations Limited

Personal reference number (Optional)

Reference provided by your organisation

I would like to be updated on my application progress via email updates (Optional)

Declaration

Do you have any convictions, cautions, (excluding youth cautions) which would not be filtered in line with current guidance?

Yes No

Please read & confirm the following

I have provided complete and true information in support of the application and I understand that knowingly making a false statement for this purpose is a criminal offence.

[Confirm & submit application](#) [Back to step 3](#)

2. Complete the criminal records declaration and click 'Confirm & submit application'.

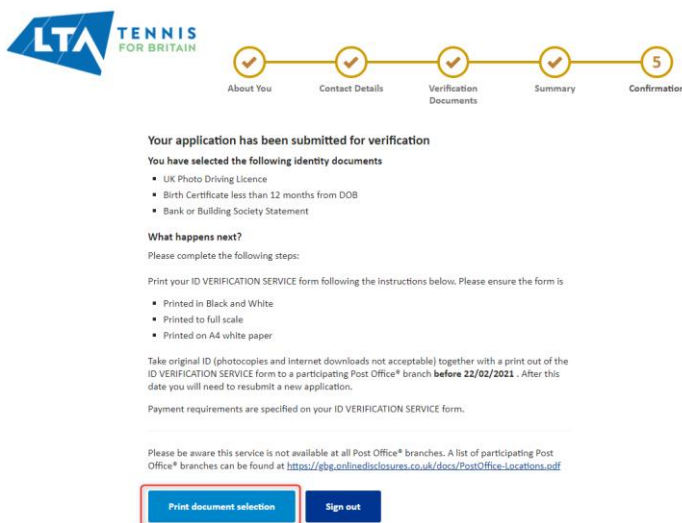
Continue to next page for Step 5.

Step 5 – Confirmation

This step will look slightly different depending if you have chosen 'Organisation' or 'Post Office' for your Verification Method:

- **Organisation** – The list of ID Checkers and their contact details will be populated. You can contact them to organise an ID Check.
- **Post Office** – Before going to the Post Office, you will need to:
 1. Print off the *ID Verification Service form* by selecting 'Print document selection'.
 2. Take your documents selected in the application.

Note: You will have 30 days to complete the Post Office ID check before the application is voided.



LTA TENNIS FOR BRITAIN

Progress bar: About You, Contact Details, Verification Documents, Summary, Confirmation (5)

Your application has been submitted for verification

You have selected the following identity documents

- UK Photo Driving Licence
- Birth Certificate less than 12 months from DOB
- Bank or Building Society Statement

What happens next?

Please complete the following steps:

Print your ID VERIFICATION SERVICE form following the instructions below. Please ensure the form is

- Printed in Black and White
- Printed to full scale
- Printed on A4 white paper

Take original ID (photocopies and internet downloads not acceptable) together with a print out of the ID VERIFICATION SERVICE form to a participating Post Office* branch **before 22/02/2021**. After this date you will need to resubmit a new application.

Payment requirements are specified on your ID VERIFICATION SERVICE form.

Please be aware this service is not available at all Post Office* branches. A list of participating Post Office* branches can be found at <https://gbg.onlinedislosures.co.uk/docs/PostOffice-locations.pdf>

[Print document selection](#) [Sign out](#)

After Completing Your ID Check

Once you have completed the ID check (whether with LTA ID checker or at Post Office), you will need to go back into the application form [here](#) and pay (free if you applied for a volunteer DBS).

Your application will then be processed by the Government and can take up to 40 days to complete. You will receive your DBS certificate through the post at your current address.

Please note: The DBS will be automatically added to your LTA profile.

LTA cannot fast track this process.