

LTA ID Checker Guide

How to Check an Applicants Documents

Step 1 – Finding the Application

Once you have logged in, you will be taken to the landing page of the system. You should click on the **'Applications'** tab to locate the application.

You will now be in the Applications screen. Select the **'Awaiting Verification'** tab to view all applications pending an ID check.

You can also search for an application using the applicant's name, date of birth, postcode or their reference number. Once you have located the application, click on the name of the applicant to enter their application.

LTA TENNIS FOR BRITAIN

Applications Organisation Payments Letters Archive

Dispatched **Awaiting Verification** Awaiting Countersign Uploading With DBS Complete Awaiting Payment Not Submitted All

Status Selection ▾

Search

Org ID Forename Surname DOB Postcode Ref Number

Mechanism ▾ Clear Search Results Search

| Org ID | Name | DOB | Postcode | Status | Status Changed Date | Vol. | Product | E-Number | Position | VM |
|--------|-------------|------------|----------|--------|---------------------|------|---------|----------|--------------------------|---------|
| 164757 | DBS Officer | 26/03/1991 | KT12 1GF | | 20/09/2021 | Yes | DBS C | | Vol Welfare Officer - RA | ORG (O) |

Records per page: 10 ▾ Export List

Icon key ▾

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Step 2 – Confirming the Application Details

Once you are in the application, you will be asked to confirm the applicant's 'Nationality', their 'Position' applied for and their volunteer status to be correct.

Volunteer applications will always start with the word 'Vol' in the position as shown in the image below. You will only need to change this section if the applicant has accidentally chosen a voluntary position.

Please note: If someone is getting paid for the role then they won't be allowed to have a voluntary DBS.

The screenshot shows the LTA Tennis for Britain application form. The 'Current Nationality' is set to 'United Kingdom'. The 'Position' dropdown menu is open, showing a list of roles. A red arrow points to the 'Vol Assistant Tennis Coach' option. The 'Volunteer' status is set to 'Yes'.

Step 3 – Rejecting an Application

If, at any stage, during the ID check you become aware of an error in the application (e.g. missing middle name, incorrect date of birth, etc), or if the applicant does not provide satisfactory identity documents, you must click 'Reject application'. This will send it back to the applicant to enable them to correct the issue and re-submit.

You should only click '*Withdraw application*' if the applicant confirms to you that they no longer require their DBS check.

The screenshot shows the LTA Tennis for Britain application form with the 'Reject application' dialog box open. The dialog box asks 'Are you sure you wish to reject this application?'. The 'Reason' dropdown menu is set to 'Personal Details Incorrect'. The 'Notes' field contains 'Middle name is missing'. The 'Reject' button is highlighted.

Step 4 – Confirming the Identity Documents

On this page you need to confirm if the applicant has provided the documents they said they would when completing the application form.

It is not a problem if they have brought different documentation as long as they have brought valid and sufficient documentation. If this is the case, then click 'No' and you will be able to choose the documents that the applicant has brought with them.

The screenshot shows the LTA Tennis for Britain application interface. At the top, there are navigation links: "← Back to applications", "Withdraw application", and "Reject application". The LTA logo is prominently displayed. The main content area is divided into two columns. The left column, titled "Document Verification Overview", contains detailed instructions and a list of requirements: a minimum of three documents, at least one from Group 1, two further documents with an external ID validation check, and at least one document confirming the date of birth and current address. The right column, titled "3 Selected Identity Documents", lists the required documents: UK Photo Driving Licence, Birth Certificate (less than 12 months from DOB), and Utility Bill. Below this list, a question asks "Have the above documents been provided?" with "Yes" and "No" buttons. The "No" button is highlighted with a red box.

Step 5 – Validating the Documents

You will now be asked to validate the information on the identity documents provided by the applicant, by typing the details into the system. You will need to do this for each piece of documentation.

The screenshot shows the LTA Tennis for Britain application interface for Step 5: Validating the Documents. At the top, there are navigation links: "← Back to applications", "Withdraw application", and "Reject application". The LTA logo is prominently displayed. A progress bar shows four steps: 1. Identity Document Verification (highlighted), 2. Identity Document Confirmation, 3. DBS Check Details, and 4. Verification Confirmation. The main content area is divided into two columns. The left column, titled "Please Verify the Following 3 Documents", lists the required documents: Current UK, Channel Isles or Isle of Man driving licence - photo card (Group 1), Birth certificate - issued at time of birth (Group 1), and Utility Bill (UK) (Group 2b). Below this list, a form for "Current UK, Channel Isles or Isle of Man driving licence - photo card" is shown, with fields for Driving Licence Number, Date of Birth, Valid from date, and Country of Issue. A red box highlights this form. Below the form is a button labeled "Accept Current UK, Channel Isles or Isle of Man driving licence - photo card" and a note: "The applicant has not supplied this form of ID". The right column contains "Name Details" (Forename, Middle, Surname, Mothers Maiden Name), "Birth Details" (Town, County, Country, Nationality), and "Current Address & Contact Details" (Address, T1, T2).

Step 6 – Reviewing the Identity Documents

Once you have entered the details for each document, you must tick all three confirmation boxes to continue.

← Back to applications Withdraw application Reject application



Progress: 1 (checked) → 2 (current) → 3 → 4

Identity Document Verification Identity Document Confirmation DBS Check Details Verification Confirmation

Identity Document Confirmation

| | | |
|--|--|---|
| <p>Current UK, Channel Isles or Isle of Man driving licence – photo card</p> <p>Driving Licence Number: [redacted]</p> <p>Date of Birth: [redacted]</p> <p>Valid from date: [redacted]</p> <p>Country of Issue: GB</p> | <p>Birth certificate – Issued at time of birth</p> <p>Date of issue: [redacted]</p> <p>Date of Birth: [redacted]</p> | <p>Utility Bill (UK)</p> <p>Date of Issue: 19/09/2021</p> |
|--|--|---|

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

Proceed to step 3 Back to step 1

Step 7 – Confirming the DBS Application Details

You will then proceed to a summary page of the DBS check details. You **MUST NOT** amend any of the information on this page as it is pre-set by the LTA.

Click on the 'Proceed to step 4' button to continue.

← Back to applications Withdraw application Reject application



Progress: 1 (checked) → 2 (checked) → 3 (current) → 4

Identity Document Verification Identity Document Confirmation DBS Check Details Verification Confirmation

DBS Check Details

| | |
|-----------------------------------|--|
| Service Selection | Applicant position: Vol Welfare Officer - RA |
| | Volunteer: Yes |
| | Agency: Disclosure and Barring Service |
| Criminal Record Disclosure | Disclosure type: ENHANCED |
| | DBS Childrens Barred List: Yes |
| | DBS Adult's Barred List: No |
| | Working at home: No |
| | Workforce: Child Edit |
| Payment | Payment Type: Applicant to pay Edit |

Proceed to step 4 Back to step 2

Step 8 – Submitting for Countersigning

The application is ready to be submitted for countersigning. Read and tick the declaration then click on 'Submit application'.

[← Back to applications](#) [Withdraw application](#) [Reject application](#)



Identity Document Verification Identity Document Confirmation DBS Check Details Verification Confirmation

Please Read & Confirm the Following

I confirm that the requisite documentation and information has been supplied and checked in accordance with DBS and Disclosure Scotland guidance. I declare that the information I have provided in support of the application is complete and true and understand that knowingly to make a false statement for this purpose may be a criminal offence. I certify that, where requested, an application for a DBS check is required for the purpose of asking an exempted question under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975; or for a prescribed purpose as defined in the Police Act 1997 (Criminal Records) Regulations 2002.

Declaration by verifier on 22 Sep 2021

[Submit application](#) [Back to step 3](#)

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Step 9 – Making Payment

All applications require payment to be made by the applicant (even if it's a voluntary DBS). Payment is made by card and you **must not** accept cash or cheque. You can choose for the applicant to pay now or later.

If you select 'Pay now' you will be taken to PayPal. You will need to give the applicant your device so they can enter their card details. This is the preferred option as it avoids the potential for delays (i.e. the applicant forgetting to pay).

You can alternatively select 'Pay later' and the applicant will then be able to pay when they log back into their application.

[← Back to applications](#)

Thank You
The application requires payment before submission
Payment for the current application is required before it can be processed

Pay Now

[Pay now](#)

Pay Later

Days to pay
Select...

Reminder
Select... [Pay Later](#)

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**The ID check
has now been
completed**