



Completing Your Online LTA DBS Application Form



Need to Know Before Starting the Application Form

- If you do not have a LTA number then you can get one by logging into your account and affiliating yourself to your venue. If you have any issues with this please fill out the Contact Us form [here](#).
- If you are an **overseas** applicant please see the OCR webpage [here](#) for further instructions.

Contact Details

The application form is on the First Advantage platform so the LTA does not have access to this. The following is the best way to contact the relevant organisations:

- If you have technical issues with the platform or your DBS has yet to be uploaded to your LTA profile then you can 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 amend details (e.g. Verification Method) 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. Read the instructions carefully on what you need to know. Some important areas are:
 - What role you are undertaking at your venue? List of positions can be found [here](#).
 - What [Organisation PIN and Secret Word](#) is associated with your venue? *If you cannot find your venue then please [contact](#) the LTA and we will give you the pin and word.*
2. At the end of the application, you will need to get your documents ID checked either at the Post Office or by an LTA ID Checker. Once done, your application will be processed. *(This is chosen during the application)*
 - ID checker list can be found [here](#).
(Currently (due to Covid-19) we are also allowing Virtual ID Checks. More information can be found [here](#))
 - Post Office locations can be found [here](#).

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

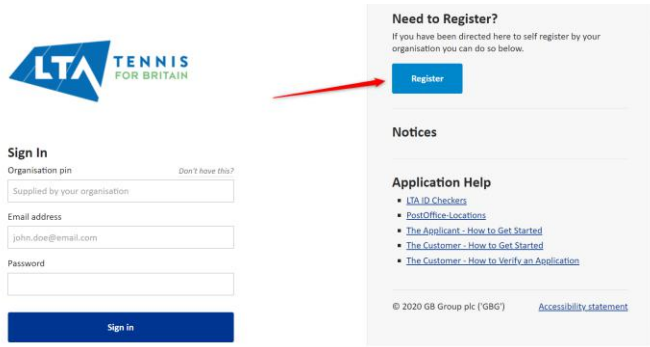


Registering

If you have **registered before on the Online Disclosure platform then please skip this step**

The first time you apply for your DBS check you need to register:

1. Click 'Register' on the right hand side of the screen.



2. Enter your [Organisation Pin](#).
3. Enter your full name
4. Enter your email address and confirm by entering it again
5. Click 'Next step'



Register - Step 2 of 2

Please enter the secret word
This should have been provided by your organisation

I confirm LTA Operations Limited is my organisation

Create password
Please choose a password at least eight characters in length using a combination of UPPER CASE, lower case and numbers (0-9). Add special characters (@%\$!) to increase your password security strength.

Confirm password

[Complete registration](#)

[Cancel registration](#)

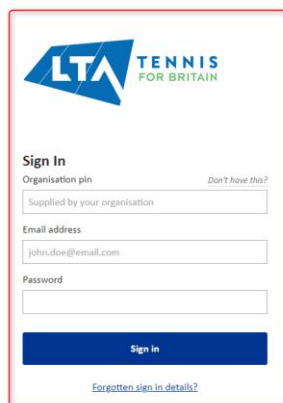
6. Enter the [Secret Word](#).
7. Create your password.
8. Click 'Complete registration'.



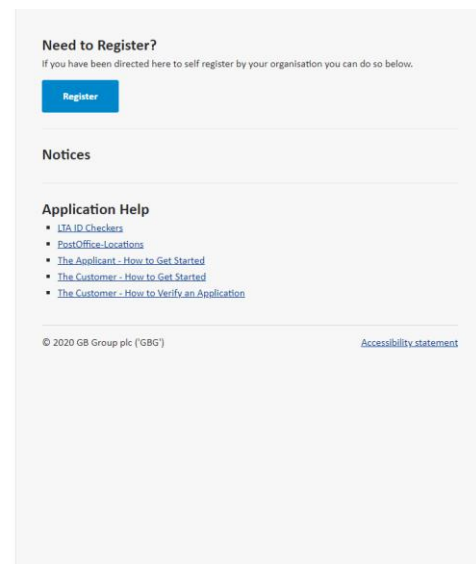
Signing in

If you have already registered, simply sign in:

1. Enter the '[Organisation pin](#)'.
2. Enter the email address used during registration.
3. Enter the memorable password you created for yourself.
4. Click Sign In



The screenshot shows the LTA Tennis for Britain Sign In page. At the top left is the LTA Tennis for Britain logo. Below it, the text 'Sign In' is displayed. There are three input fields: 'Organisation pin' with a 'Don't have this?' link, 'Email address' with the example 'john.doe@email.com', and 'Password'. A blue 'Sign in' button is at the bottom. A link for 'Forgotten sign in details?' is at the bottom right.



The screenshot shows a page with a 'Need to Register?' section, a 'Register' button, a 'Notices' section, and an 'Application Help' section with links to 'LTA ID Checkers', 'PostOffice Locations', 'The Applicant - How to Get Started', 'The Customer - How to Get Started', and 'The Customer - How to Verify an Application'. At the bottom, it says '© 2020 GB Group plc ("GBG")' and 'Accessibility statement'.

Start Application

1. 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 DBS 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).

The screenshot shows the LTA Tennis for Britain logo and a progress bar with five steps: 1. About You (highlighted), 2. Contact Details, 3. Verification Documents, 4. Summary, and 5. Confirmation. Below the progress bar is a note: "Please note - we require all questions to be answered unless labelled as (Optional)." The "Your Name & Gender" section includes a "Gender" field with radio buttons for Male and Female. Below that is a "Title" dropdown menu and a "Surname" text box containing "eg. Smith". There are also fields for "Forename" and "Do you have a middle name?" with Yes/No radio buttons. At the bottom, there are two more "Have you been known by any other names?" questions with Yes/No radio buttons.

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

The "Birth Details" section includes a "Date of birth" field with DD, MM, and YYYY dropdown menus, followed by a "Town you were born in" text box. Below that is a "County you were born in (Optional)" text box. The "Country you were born in" field is a dropdown menu with "Please select" as the current selection. At the bottom is a "Birth nationality (Optional)" text box.

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 ROBIN757025C199901
- Valid passport
- I do not have any of the above forms of ID

Proceed to step 2


Step 2 – Contact Details

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 UK 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.

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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

Step 3 – Verification Documents

There are two ways your ID can be verified:

1) ID is Verified at the Post Office

You are responsible for selecting and entering the information required for each piece of ID to be used for verification.

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 selected.

Note – At the Post Office always ask for a 'CRB ID Verification' as this is the cheapest option (approx £5).

2) ID is Verified by the Organisation

You are responsible for contacting one of the LTA's ID checkers to arrange for your documents to be verified. A list of ID checkers can found [here](#).

Please note: the LTA are currently doing Virtual ID Checks to initiate the DBS process. For further information on this please download the document [here](#).

The Verification Method is *defaulted* to 'Organisation'. If you want to change this to Post Office then please click '**Change method**'.

The screenshot shows the LTA Tennis for Britain logo and a progress bar with five steps: 1. About You (checked), 2. Contact Details (checked), 3. Verification Documents (active), 4. Summary, and 5. Confirmation. Below the progress bar is a form with two sections: 'Verification Method' and 'Current Nationality'. The 'Verification Method' section has a dropdown menu set to 'Organisation' and a 'Change method' link. The 'Current Nationality' section has a dropdown menu with 'Choose country...' selected. A blue button labeled 'Select verification documents' is at the bottom of the form. A 'Back to step 2' link is also visible.

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](#).

The screenshot shows a confirmation box with the heading 'Please confirm the following'. It contains three checkboxes: 'At least one of the documents selected contains a current address', 'At least one of the documents selected contains a date of birth', and 'Documentary evidence was provided for the applicants name and any name changes where available'. Below the checkboxes is a note: '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.' A blue button labeled 'Proceed to step 4' is at the bottom of the box.

Step 4 – Summary

You **can** enter your LTA number or Coach Code into the “Personal Reference Number” field.

If you do not have a LTA number then you can get one by logging into your account and affiliating yourself to your venue. If you have any issues with this please fill out the Contact Us form [here](#).

If you do not have a LTA number then can get one by logging into your account and affiliating yourself to your venue. If you have any issues with this please fill out the Contact Us form [here](#).

Failure to provide this information may result in delays and/or withdrawal of your application.



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](#)

Complete the criminal records declaration and click ‘Confirm & submit application’.

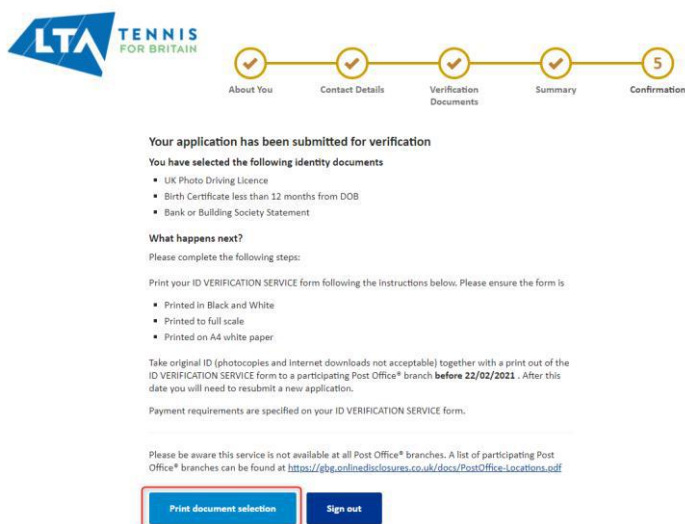


Step 5 – Confirmation

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

- **Organisation** – You will either need to contact:
 3. An [LTA ID checker](#) for a face-to-face check.
 4. Complete an [ID Virtual Check](#) with the LTA (*note: even though the 1st check is virtual, you will need to get a 2nd check face-to-face*)
- **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 23/02/2021**. 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://gbc.onlinedisclosures.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 using your current address.

Please note: The LTA cannot fast track this process.