DBS Online system

Please complete the following form and return to Partners In Care (dbs@partnersincare.org.uk) in order for your DBS Online System account to be set up, we will then send you the necessary information for you to log in and use the system. **Please remember each user must use a different email address.**

1. **Company contact details**

Organisation Name	
Primary Contact Name	
Email Address	
Address Line 1	
Address Line 2	
Town	
County	
Postcode	
Phone Number	

Use this table to help you identify which role you will assign to each of your users in order to complete section 2 below

	ID Checker	Applicant Manager	Primary Applicant Manager
ID Section	✓	✓	✓
Edit Application			✓
Section Y		✓	✓
Approve Application		✓	✓
Track Progress		✓	✓
View Results		✓	✓

2. **User Details** (please complete one section per user, duplicate as necessary)

Title	
Forename(s)	
Surname	
Position	
Email	
Role	ID Checker ☐ Applicant Manager ☐ Primary Applicant Manager ☐

Title	
Forename(s)	
Surname	
Position	
Email	
Role	ID Checker ☐ Applicant Manager ☐ Primary Applicant Manager ☐

Title	
Forename(s)	
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