

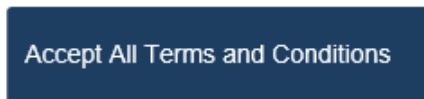


RYA Employmentcheck DBS online application process

User Guide for Applicants


Logging in

- Open <https://rya.employmentcheck.org.uk>
- Select Login from the options on the left
- Type in the login and password provided by the RYA
- Read the Terms and Conditions. Scroll to the bottom of the screen and click 'Yes' to access the site. You will need to do this every time you log in.




- If you want to update your e-mail address or change your password, select My Accounts from the options on the left.
- If you don't log in for 6 months, your record will deactivate and you will need to contact the RYA on 023 8060 4226 or disclosure@rya.org.uk

Completing your application

- Click on  Start Application
- Fill in your details. You can click on the Back button at the foot of the screen at any stage until you've submitted application.
- If your forename or surname have been incorrectly entered, or a short form of your name has been used (eg. Jackie instead of Jacqueline), tell the Administrator who set up your application. They must amend your names to match your identity documents before your application is submitted.
- Make sure you add any middle names shown on your ID documents.
- When entering your National Insurance number, you need to click on the drop-down arrow to enter the last letter.


Completing your application

- Under Additional Personal Details, if you are female and have used a title other than 'Miss' you will need to enter your surname at birth, even if you have never used another name.
- Click 'Continue'
- On the next screen, if you have lived at your current address for less than 5 years, you will be asked to add more addresses. Click on  and add any previous addresses, with the month and year when you moved to each address, to cover at least the last 5 years.
- Click 'Continue'

Completing your application

- On the next screen under 'Other Names Used', you only need to complete this section if you have ever been officially known by a name other than your current name or maiden/birth name which you have already entered. There is no need to enter nicknames.
- Enter the additional name, from and to dates and click 'Add Name'
- If you haven't had any other names, just go to the next screen.
- Click 'Continue'

Completing your application

- Click on 'Yes' or 'No' to state whether you have any convictions that would not be filtered. The full DBS guidance can be found here: <https://www.gov.uk/government/collections/dbs-filtering-guidance>
- Under 'Applicant Consent and Declaration', click all three boxes.
- If you need to click on 'Back' at this stage to check or amend something, when you return to this screen you will need to click the Criminal Convictions and Applicant Consent and Declaration boxes again.
- When you're sure your application is fully and correctly completed, click on 
- You will see a green message confirming that your application has been successfully submitted.
- Take your ID documents to your ID Verifier.