



RYA Employmentcheck DBS online application process

User Guide for ID Verifiers

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.

Accept All Terms and Conditions

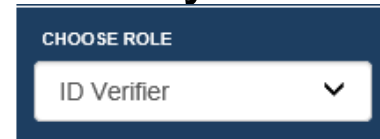
→ Yes

No

- If you don't log in for 6 months, your record will automatically deactivate and you will need to contact the RYA on 023 8060 4226 or disclosure@rya.org.uk to get it reactivated.

Select your role

- If you are both your Business Unit (ie. organisation) Administrator and an ID Verifier, you will need to select the correct role from the options on the left depending what you need to do on the system. Click on the drop-down arrow for the list of your roles.

A screenshot of a web interface showing a dropdown menu titled "CHOOSE ROLE". The menu is open, and the selected option is "ID Verifier". A red arrow points to the dropdown arrow on the right side of the menu.

- If you are only an ID Verifier, you will only be able to verify the identity of applicants assigned to you. All other functions, for example setting up new applications, must be carried out by the BU Administrator.
- If you want to update your e-mail address or change your password, select My Accounts from the options on the left.

Verifying ID

- If there are any applications ready for you to verify (you will have been notified by e-mail), they will be listed on the screen when you log in as an ID Verifier.

Successfully switched to role: ID Verifier.

Home

My Account

CHOOSE ROLE

ID Verifier

Applications to Verify

Name	Status	Type	Actions
Jacqueline Reid (REIDJ714079)	Awaiting ID Verification	DBS	<input checked="" type="checkbox"/>

- With the applicant's three identity documents to hand (or a record of them filled in on an RYA DBS ID Verification Form), click on the green tick to select the relevant application.

Verifying ID

- Check that the information provided by the applicant matches their ID documents. If their forename or surname need to be amended on the system and you only have ID Verifier access, you will need to ask your BU Administrator to edit the applicant's details.
- Scroll down the screen until you see the heading EEA National. If the applicant is a national of a country in the European Economic Area, select Yes. (If they are not, a different list of ID documents will appear).

EEA National

To view the list of countries in the EEA please see the following link <https://www.gov.uk/eu-eea>

Is the applicant a UK or European Economic Area National (EEA*)? *

Yes No

Verifying ID

If the applicant has documents from Group 1 they **must** follow **Route 1**. **Three** documents must be produced in the name of the Applicant; **one** from **Group 1** and **two further documents from either Group 1 or Group 2a or Group 2b**. **At least one document must show their current address.**

If the applicant is unable to produce any documents from **Group 1** please email the RYA at disclosure@rya.org.uk or call 02380 604226 for advice before proceeding to **Route 2** as there is a charge to use this service.

Verifying ID

- Click on the relevant ID document, eg. passport.
- You may be required to type in specified information, see below:

ID Verification: Group 1

Valid Passport



Any current and valid passport

Passport Number

Passport Number

Nationality as shown on Passport

Nationality

Date of Issue

DD/MM/YYYY




Date of Birth








DD/MM/YYYY



Verifying ID

- If the applicant produces a current UK driving licence photocard, make sure you record it as a Group 1 document. It's fine to have more than one Group 1 document, for example passport and driving licence. The option under Group 2a is only for a non-UK/EEA driving licence.

ID Verification: Group 2a 

<input type="checkbox"/> Reissued Birth Certificate 	<input type="checkbox"/> Current Driving Licence Photo Card (Non-UK / EEA) 
<input type="checkbox"/> Firearms Licence 	<input type="checkbox"/> Old Style Paper Driving Licence 
<input type="checkbox"/> HM Forces ID Card 	<input type="checkbox"/> Marriage / Civil Partnership Certificate 
<input type="checkbox"/> Immigration document, visa or works permit 	

Verifying ID – middle names

- If the applicant has a middle name on their birth certificate and/or passport, it must be included in their application.
- Occasionally an applicant's driving licence will not include their middle name, simply because they didn't put it on the form when they applied for their original licence and at that time the DVLA didn't cross-reference with other government records.
- If the middle name does not appear on the driving licence, when you put their licence number into the system this will be flagged up as missing the middle initial. You cannot accept the driving licence as evidence of identity and will need to ask them to produce another document from the list to meet Route 1 requirements.

Verifying ID

- When you have selected three acceptable forms of ID, tick the two boxes under

Verification

- I confirm that I have checked the current address, date of birth, name and address history.**
You must ensure that at least one document given by the applicant has the applicant's current address on it.
- I confirm that the information that I have provided in support of this application is complete and true and understand that knowingly to make a false statement for this purpose is a criminal offence.**

- If you have not verified enough ID, messages will appear on the screen to explain what you need to do. If you need to log out of the system, for example if the applicant needs to produce another document, it is not possible to save the documents you've already seen. You will need to see them again or make a note of the details.

Verifying ID

- If you have successfully followed Route 1, a green banner will appear at the top of the screen and you can click on



Submit ID Verification

to submit the completed application to the RYA for counter-signing.