

# PENTATHLON GB<sup>+</sup>

## How to get your DBS check started?

### Step 1:

Email [safeguarding@pentathlongb.org](mailto:safeguarding@pentathlongb.org) with the following information;

- Full name
- Date of birth
- Email address
- Contact telephone number (in case we need to check any information)
- Role applying for (Coach, Club Welfare Officer, Chaperone)
- Club name
- Which type of check you are applying for : Enhanced or Enhanced with Barring (see DBS Guidance )

### Step 2 : Registration & payment

We will register your application with First Advantage

You will receive a link via email to complete the form. You will need to follow the instructions to select 3 identification documents. You will be asked to pay for the check at this point.

### Step 3 : Verification

We will then receive a notification from First Advantage and Di Murray will email you to set up a verification call to check the identification documents.

### Step 4 : Police Checks

The application will proceed to be checked by the police.

### Step 5: Certificate

You will then receive your DBS certificate via the post.

### Step 6 : Enter certificate number

You need to enter the certificate number on PGB's membership via SPORT 80.

A DBS needs to be renewed every 3 years for Pentathlon GB. You can opt to use the update service once your first check has been registered. See [DBS update service](#) for more information.

You cannot take part in regulated activity until you have a DBS certificate in place.