



## **Essex Cricket in the Community**

DBS Information

Last Updated: 25/06/20

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## **Important Update**

The ECB has temporarily suspended access for CWOs, club personnel and officials to initiate a DBS and verify the application. They have brought in temporary measures enabling County Staff **ONLY** to carry out ID verification.

Remote DBS verification is working well. The advice below regarding verification will be changed back to CWO's once the ECB, following government advice, can do so.

Anyone who needs a DBS should email the ECB on the address below with a request for them to initiate a DBS application.

[dbs@ecb.co.uk](mailto:dbs@ecb.co.uk)

Please write in the 'subject' of your email; 'DBS application'

In the Text complete clearly include the following information in the same order as below;

- Their full name (as it appears on their passport/driving licence)
- Their salutation (Mr/Mrs/Ms/Miss)
- Their date of birth
- Their email address
- Their club
- Their role (e.g. Coach, CWO, Activator, Umpire etc)

The applicant will receive a reply and will be asked to complete an online application form, including details of their official documents which will be used to verify their application.

Usually this will be Passport and Driving Licence. Please make a note of the date from the third document you use such as a Bank Statement or Service Bill and keep it safe.

You will receive a reply from the ECB stating how you should get your documents verified.

## **Renewal of DBS**

If you have received an email to say you need to renew your application, please complete all the stages in the email you receive.

## **Verification**

I have allocated three times each week to be in my office and be logged onto the ECB verifying site.

Every Tuesday from 2:30pm until 3:30 pm, Thursday between 7:00pm and 8.00pm and Friday between 12:00pm and 1:00pm.

Please ring me on 07717 728725 via Face Time. If you do not have Face Time I will send you a link when requested. If you have all your documents ready it will only take a minute or two. Please **do not** email me copies of your documents.

If you work for the NHS /Caring professions/ Teachers, vital worker under this present lockdown situation and you cannot make these times please contact me by email to arrange an alternative time. Otherwise it will be appreciated if you do not ring outside those times. Please confirm via email when you would like to complete the verification process.

Please ensure that you have all the documents beside you used to complete your DBS online form.