

Completing your online DBS application form

In order to complete your DBS check online you will need one of the following:

1. British Tennis Membership (BTM) number; OR
2. Coach Code

If you do not have either of these, please contact the LTA on 0208 487 7000 / info@LTA.org.uk prior to starting the application.

If you have a problem or question about your application, the GBGroup offers phone and email support to applicants:

Helpdesk Telephone: 0845 251 5000*

Opening Times: 8.30am to 5.30pm Monday to Friday

Email: onlinedisclosures@gbgplc.com

*Calls cost 3p per minute plus your telephone company's network access charge

Registering / Signing In

The first time you apply for your DBS check you need to register:

1. Click Register on the right hand side of the screen.
2. Enter your Organisation Pin: This is a unique number which relates to the organisation you are working at. You can find your Organisation Pin on www.lta.org.uk/DBSapply.
3. Enter your full name
4. Enter your email address and confirm by entering it again
5. Click Next Step

LTA BRITISH TENNIS

Sign In

Organisation pin Don't have this?

Supplied by your organisation

Email address

Password

Sign in

Need to Register?

If you have been directed here to self register by y

Register

Notices

Application Help

- [PostOffice-Locations](#)
- [The Applicant - How to Get Started](#)
- [The Customer - How to Get Started](#)
- [The Customer - How to Verify an Application](#)

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If you have already registered, simply sign in:

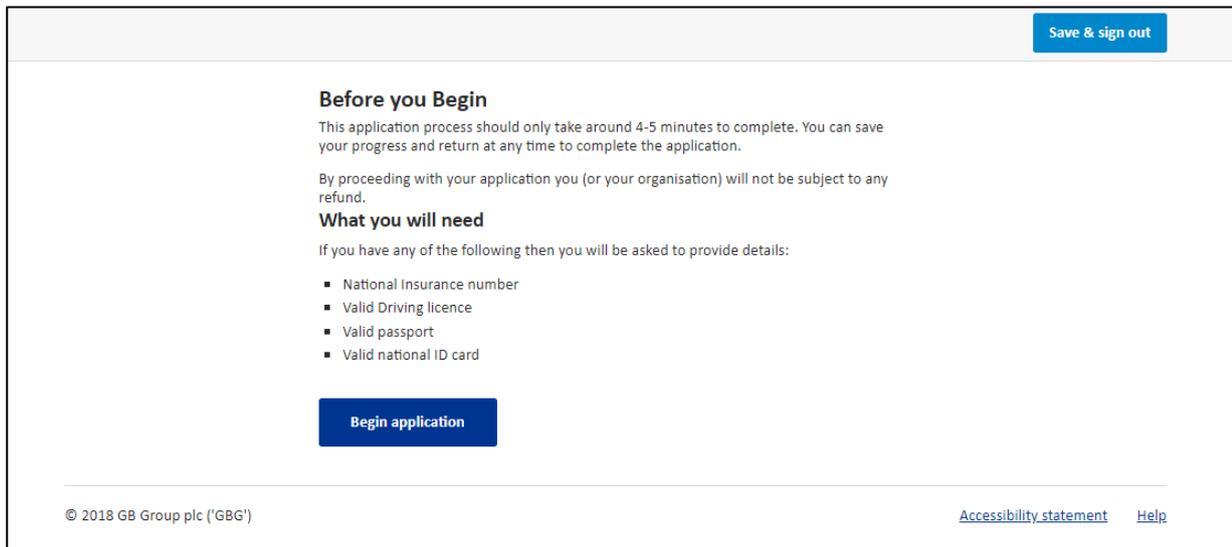
1. Enter the Organisation PIN. This is a unique number which relates to the organisation you are working at. You can find your Organisation Pin on www.lta.org.uk/DBSapply.
2. Enter the email address used during registration

3. Enter the memorable password you created for yourself.

4. Click Sign In

If you have any of the documents shown in the image below, it is mandatory that you supply the information relating to them.

To make completing the application easier and faster for yourself, make sure that you have the details readily available.



The screenshot shows a web application interface. At the top right, there is a blue button labeled "Save & sign out". The main content area is titled "Before you Begin" and contains the following text: "This application process should only take around 4-5 minutes to complete. You can save your progress and return at any time to complete the application." Below this, it states: "By proceeding with your application you (or your organisation) will not be subject to any refund." The section "What you will need" lists four items: National Insurance number, Valid Driving licence, Valid passport, and Valid national ID card. A blue button labeled "Begin application" is positioned below the list. At the bottom left, the copyright notice "© 2018 GB Group plc ('GBG')" is visible, and at the bottom right, there are links for "Accessibility statement" and "Help".

Read the Statement of Fair Processing and click Accept at the bottom of the page.

Section 1 – About You

You must specify your gender and supply your full name details.

Shortened names, 'nicknames' and initials should not be used unless these are stated on your Identity Documents(ID).

[Withdraw](#) [Save & sign out](#)


1 About You **2** Contact Details **3** Verification Documents **4** Summary **5** Confirmation

Please note - we require all questions to be answered unless labelled as (Optional).

Your Name & Gender

Please provide your full name and all names you have been known by in the past.

Gender
A confidential checking process exists for transgender applicants who do not wish to reveal details of their previous identity to the person who asked them to complete an application for a disclosure. Please contact the Sensitive Team on Sensitive@dbs.gsi.gov.uk

Male Female

Title **Forename** **Surname**

MR John Doe

Do you have a middle name?
 Yes No

Have you been known by any other names?
This could be a change of first or last name
 Yes No

You must complete all mandatory fields relating to your Birth Details.

[Withdraw](#) [Save & sign out](#)

Birth Details

Please provide details about your place of birth.

Date of birth
01 - 01 - 1980 *e.g. 31 - 12 - 1960*

Town you were born in
This can be found on your birth certificate or passport.
London

County you were born in (Optional)
Your county at birth as it appears on your birth certificate.

Country you were born in
United Kingdom

Birth nationality (Optional)
British

If you have any of the ID documents listed in this section you must supply this information.

1. Click the box next to any current and valid ID that you have. You will be asked to supply information relating to that particular document.

2. Enter all the required information for the ID you have selected. If you do not have any of the documents click the box to state this.
3. Click Proceed to Step 2

Identification

Please select the items of identification that you own.

Do you have any of the following forms of ID?

- National Insurance number
You can find your NI number on your payslip, P45 or P60 or correspondence from HM Revenue & Customs. Letters must be typed in CAPITALS with no spaces.
- Valid driving licence
Please provide your driving licence number. Format ROBIN757025CJ99901
- Valid passport
Please enter your passport number

Passport country of issue

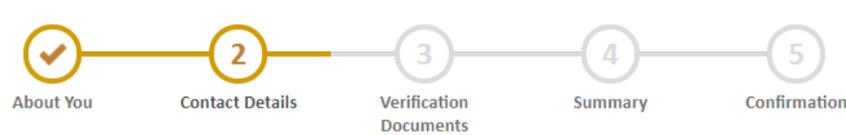
I do not have any of the above forms of ID

[Proceed to step 2](#)

Step 2 – Contact Details

The email address will be pre-populated with the email address used to register. It is recommended that you provide a contact number.

[Withdraw](#) [Save & sign out](#)



1 About You 2 Contact Details 3 Verification Documents 4 Summary 5 Confirmation



Contact Details

We may need to contact you regarding your application. The contact details you provide will only be used for this application.

Main phone number *(Optional)*

Phone numbers will only be used between the hours of 9am–5pm
The main phone number for DBS basics should include the international dial code i.e +44

Email address

johndoe@test.com

This is the email address you registered with and cannot be changed

For your application to be processed, a full 5 year address history must be provided.

Lived Abroad or been travelling in the last 5 years?

If you have lived abroad or been travelling and visited more than one country, the details for each country you visited must be entered. It is possible for the dates you visited/lived in each country to overlap.

Lived Away at University?

If you are currently living away from home (e.g. as a student), but your ID relates to your home address, enter your home address as your current address. It is possible for the dates you have lived at these addresses to overlap.

The ID documents you provide as proof of address for verification must match the current address details supplied in this section.

Your Address

We require 5 years of address history including home and university addresses. Please provide your current address first. You will be asked for further addresses if 5 years are not covered. There must be no gaps.

For DBS checks, if your current address is overseas it may be advised to use a c/o address in the UK, i.e. your organisation, to ensure you receive your disclosure certificate.

If you have travelled abroad with no fixed abode, select 'Enter address manually' where you can then provide your travel details.

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Address History Timeline

The chart below shows the last 5 years address history, it will update as you enter your addresses below.

| 5 years ago Today

Current Address

Lawn Tennis Association National Tennis Centre, 100 Priory Lane, LONDON, SW15 5JQ, GB

01 April 2007 – Present (11 years 10 months 19 days) [Change current address](#)

Address history complete

You can now proceed to step 3 below OR [Add another address](#)

[Proceed to step 3](#) [Back to step 1](#)

Step 3 – Verification Documents

There are two ways your ID will be verified.

1) ID is Verified at the Post Office

You are responsible for selecting and entering the information required for each piece of ID to be used for verification.

After you have completed the application, you must print out the ID Verification Form and take this to a Post Office along with the ID you selected.

2) ID is Verified by the Organisation

You are responsible for contacting one of the LTA's ID checkers to arrange for your documents to be verified. A list of ID checkers can be downloaded from www.lta.org.uk/DBSapply.

The screenshot shows the LTA British Tennis website interface for Step 3: Verification Documents. At the top right, there are links for "Withdraw" and "Save & sign out". A progress bar at the top indicates five steps: "About You", "Contact Details", "Verification Documents" (current step, highlighted with a yellow circle and the number 3), "Summary", and "Confirmation". The "About You" and "Contact Details" steps are marked with checkmarks. The LTA logo is on the left. Below the progress bar, the "Verification Method" section shows "Post Office" selected, with a "Change method" link. The "Current Nationality" section has a dropdown menu set to "United Kingdom". A blue button labeled "Select verification documents" is centered below these sections. A "Back to step 2" link is at the bottom left.

Click on "Select verification documents" to proceed and choose the necessary documentation.

Step 4 – Summary

IMPORTANT – You **must** enter your British Tennis Membership (BTM) number or Coach Code into the “Personal Reference Number” field.

If you do not have your BTM or Coach Code, please contact the LTA on 0208 487 7000 / info@LTA.org.uk for assistance.

Failure to provide this information will result in delays and/or withdrawal of your application.

[Withdraw](#) Save & sign out



✓
About You

✓
Contact Details

✓
Verification Documents

4
Summary

5
Confirmation

Application Overview

Organisation name: LTA Operations Limited

Personal reference number *(Optional)*

103455142

I would like to be updated on my application progress via email updates *(Optional)*

Declaration

Do you have any convictions, cautions, reprimands or final warnings which would not be filtered in line with current guidance?

Yes No

Please read & confirm the following

I have provided complete and true information in support of the application and I understand that knowingly making a false statement for this purpose is a criminal offence.

Confirm & submit application

[Back to step 3](#)