

## DBS FAQ's

### **How long does it take for my DBS application to be processed?**

The DBS checking process can take anywhere from a few days to eight weeks to be completed. This is due to the extensive checks carried out and the fact that every application is different. Please allow sufficient time for the progress to be completed.

### **How can I track my DBS application?**

If you have already started this process you can track your DBS application online [here](#). You will need to request your reference number by emailing [dbs@uka.org.uk](mailto:dbs@uka.org.uk)

### **I cannot complete the online DBS form, can you please help?**

If you encounter any problems whilst completing the online form or require any technical assistance please contact the UKA Welfare Team on [dbs@uka.org.uk](mailto:dbs@uka.org.uk) outlining your problem and a member of the team will contact you to assist in resolving the issue.

### **I am attending a run leader's course and I need to know if the DBS form will cover me to work with my local running club as a leader? (please note the running programmes are for adults)**

UKA complete enhanced disclosure checks which cover both the children and adult workforce. Within those checks we are entitled to check against the banned list in respect of children. As we are not an adult care provider organisation i.e. adults we deal with are not supervised by use in the social care setting we are not in law entitled to run any checks against the adult barred list. This is why your certificate will show Child workforce.

However the details contained on an enhanced certificate provide enough details for UKA to make a decision on whether you are suitable to work with adults also.

Your UKA Leader in Running Fitness licence which covers all ages will show that the required police check has been completed.

### **I already have a DBS why do I need another one?**

UKA can only accept enhanced certificates completed through other organisations if your certificate is registered with the DBS Update Service. If the certificate is registered, you will need to forward a scanned PDF or photograph of your certificate to [dbs@uka.org.uk](mailto:dbs@uka.org.uk).

For more information on the service: <https://www.gov.uk/government/publications/dbs-update-service-applicant-guide/dbs-update-service-applicant-guide>.

**What if my DBS is not registered on the update service?**

If it isn't registered, you will need to apply for a new DBS certificate via your online UKA portal. (<https://myathletics.uka.org.uk/portal/members/Login/>).

**Do I have to pay for a DBS?**

No if you are a volunteer.

Yes, if you are a paid leader/coach.

If you need to make a payment via bacs transfer or cheque. The amount payable is £44.00.

**Please scan and email a copy of your Payment Confirmation from your bank and email it to [dbs@uka.org.uk](mailto:dbs@uka.org.uk) (quoting your URN or UKA Submission Number) – This is required to enable DBS application to be processed.**

You can either pay via bacs transfer, or cheque.

- For bacs transfer payments our details are:  
Sort Code: 30-64-10  
Account No: 31040560  
Account Name: UK Athletics Ltd

If you use your name as the payment reference.

If you choose to transfer the payment, if you could email [dbs@uka.org.uk](mailto:dbs@uka.org.uk) to confirm they will update the application.

- For payments via cheque, please make payable to UK Athletics Ltd and post to *Athletics Welfare. PO Box 332, Sale, Manchester M33 6XL.*

For further DBS enquiries please visit the [UKA DBS FAQ's](#).