

DISCLOSURE AND BARRING SERVICE (DBS) CHECKS

All qualified and registered table tennis coaches operating within England are required to obtain an Enhanced DBS Check certificate which must be renewed every 3 years. Table Tennis England uses an online DBS application system which makes it cheaper, faster and easier to obtain an Enhanced Disclosure Certificate, and will only accept checks carried out through GBG Online Disclosures, via the process explained in this document.

	GBG DBS Admin Fee	DBS fee (paid only coach)	Post Office ID verification
Online Application	£12.60	£40.00	£10.50

The process: Online Application to GBG

Please note: To apply online you will need an email address and access to a printer.

1. Go to GBG Online Disclosures by clicking [here](#) then click REGISTER
2. Enter **Org PIN** and the **Secret Word** as in the table below, tick the box to confirm you are registering as either Table Tennis England volunteer or non-volunteer. (Table Tennis England employees should contact the Coaching department for instructions how to proceed).

	Volunteer*	Non-volunteer
Org PIN	108435	108443
Secret Word	Hastings	Battle
Org Name (tick to confirm)	ETTA Volunteers	ETTA non-volunteers

3. Enter your email address and create your password, then enter the security text as required and click 'Register'.
4. Enter **Org PIN**, email address and password created as part of the registration process and LOGIN.
5. Complete personal details online. Help text is available on the right hand side of the screen.
6. Select Identity Documents (ID) for verification using the online help tool. Please ensure details are entered carefully to avoid rejection at the Post Office.
7. Print off the **GBG ID** Verification Form
8. Take chosen original ID to be verified at a participating Post Office. (A full list can be found at <http://www.postoffice.co.uk/branch-finder>. Select 'DBS & ID Verification Service' from the drop down list to find those currently offering the service.
9. Pay for the DBS application and ID verification at the Post Office

GBG DBS will check the application before submitting the application to DBS for further processing. ***This processing typically takes up to 10 working days.*** Upon completion, the DBS will issue a copy of the DBS Disclosure to you direct and notify Table Tennis England that it has been issued.

*DBS defines a volunteer as "any person engaged in an activity which involves spending time, unpaid (except for travel and other approved out-of-pocket expenses), doing something which aims to benefit some third party and not a close relative." To qualify as a volunteer the applicant must not receive any payment (except for travel and other approved out-of-pocket expenses), be on a work placement or be on a course that requires them to do this job role, or be in a trainee position that will lead to a full time role/qualification.

