

ONLINE DBS APPLICATIONS

Log on to: <https://disclosure.capitarvs.co.uk/cheqs/>

In the orange box 'DBS Application form' Click on Start Application.

The organisation reference is

WOKINGHAMFINCHAMPSTEAD

The password is

Wokingham2011

Please note that the reference and password are case sensitive.

Complete all fields as requested. Please make sure that all previous surnames and middle names are recorded.

Original ID Documents Required

Once you have completed your application online, you will need to provide ID documents, currently 3 documents are required. Where possible a valid Passport and Driving Licence should be provided. Documents presented must be originals and must show your current address and at least one document must show your date of birth.

Information about acceptable forms of identification to demonstrate this can be found on the webpage. Please check details before bringing documents to the office for your DBS application to be processed.

Please inform the office immediately if you are experiencing problems providing sufficient ID documentation for the check, as other documents may be suitable.