



Completing your British Rowing DBS Application

British Rowing DBS applications are initiated by your Club Welfare Officer. In order for them to initiate the application, first you will need an individual record on the British Rowing membership system (Club Hub), which is linked to your club.

You should contact your Club Welfare Officer if you are unsure if this is in place.

Additional Support

Contact KnowYourPeople:

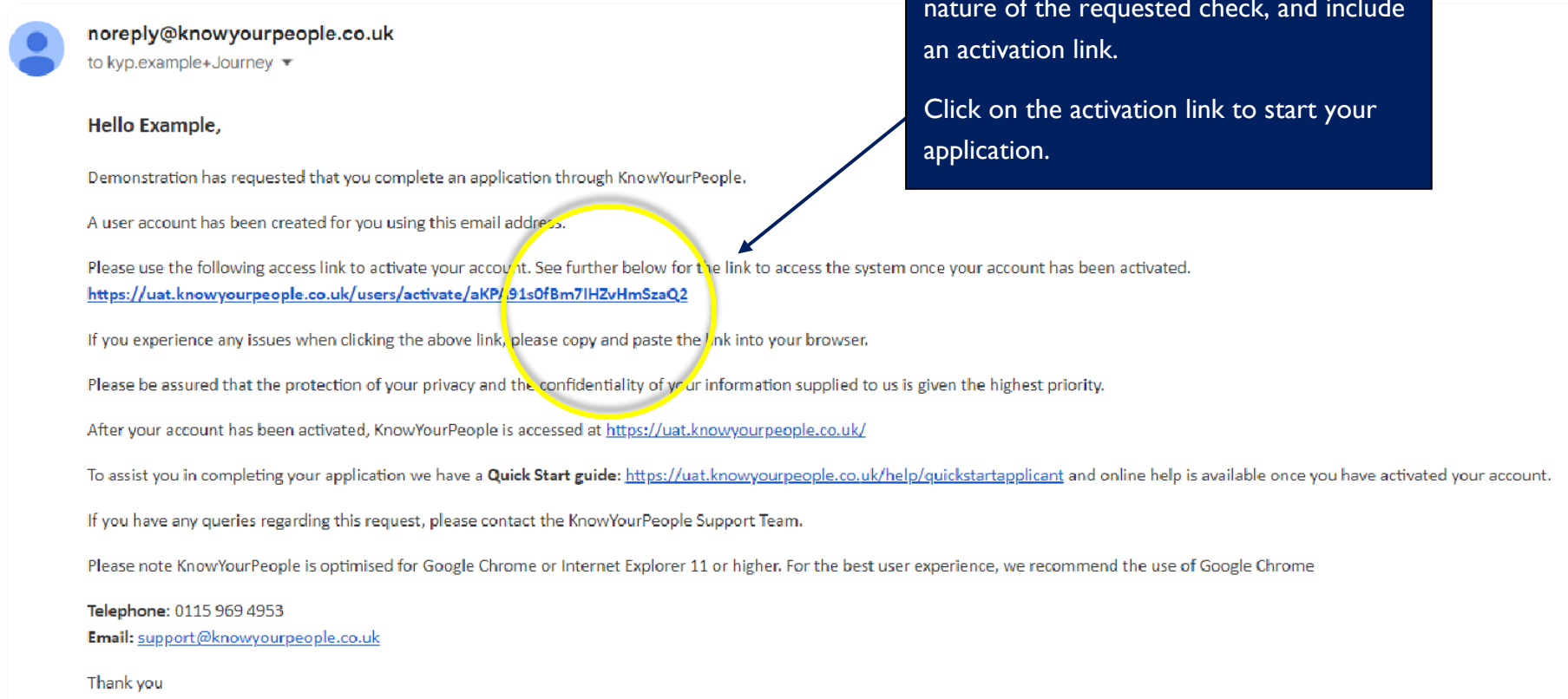
t. 0115 969 4953

e. support@knowyourpeople.co.uk

w. <https://help.fadv.com/>

I. Know Your People Account Activation

Example of email sent from Know Your People:



After following the link you will be asked to confirm your user name (which will be the email address you have recorded on your record in Club Hub).

Applicants will also be asked to create a password in order to create an account.

Register

Please register to access **KnowYourPeople**.



- ✖ Must contain at least 8 characters.
- ✖ Must contain at least one lowercase letter.
- ✖ Must contain at least one uppercase letter.
- ✖ Must contain at least one number.
- ✖ Must contain at least one special character (@!%\$£).
- ☐ Your password must not contain common or easily guessable words or names. For example - "Cheese".

Create Account

Account Activation

Your account has been successfully activated. Please click "Login" below and use your new password to access KnowYourPeople.
You will receive an email confirming that your account has now been activated.

Login

2. Starting Your Application

Login

Please login to KnowYourPeople



Login

[Forgot Password](#)

Login with SSO

Register

Once your account has been activated you will be prompted to log in using your newly created username and password.

Check Email & Enter Verification Code



Enter the verification code that was sent to your email below.

If you haven't received the email after 3 minutes, check your junk/spam folder or click cancel to receive a new code.

Login


Cancel

The system uses 2 factor authentication for added security. You will be sent an email with a unique verification code each time you log in.


You will be presented with a pending application on your account dashboard.

Click here to open and start your application process.

Welcome To Your Profile Dashboard

**Action Required**

There is 1 application awaiting action by you.




Please complete the pending applications below.

Show Pending Applications

Action Required

Since 29 May 2025

You have been asked to complete the following check by British Rowing JustGo Api Staff Club.

 DBS Enhanced Criminal Record Check

Complete this Application

Show In-Progress Applications

Show Completed Applications

Messages

Online Support

If you need help click the "Chat with an Expert" before.

12 Jul 2023

The next page will remind you what information will be required, and ask for consent for processing of your data.

Statement of Fair Processing

Please read through the information before clicking and acknowledging below.

KnowYourPeople is a product of First Advantage (known as 'First Advantage|KnowYourPeople') ('we', 'us', 'our'). By submitting your application details you agree to the First Advantage|KnowYourPeople Statement of Fair Processing and the [Privacy Policy](#)

Please confirm below that you have obtained the applicant's agreement to the following statement of fair processing

Applications for **Standard and Enhanced Checks** are processed by Disclosure and Barring Service (DBS).

By accessing the Website and providing your personal details, you agree to accept and be bound by the [Privacy Policy](#), which explains how First Advantage (data processor) has been asked by the Requestor, your employer or potential employer (data controller) to process your data for the purposes of obtaining your Disclosure from DBS, the key terms of which are non-exhaustively summarised in this statement of fair processing.

Data can only be amended by the applicant using the email address and password supplied at registration. Therefore, it is important that you keep this information in a secure place.

By ticking the two boxes below, applicants using this service for the purpose of obtaining a Disclosure from DBS, confirm that:

- ☒ If I am applying for a **DBS Standard and Enhanced Check**, I have read the [Standard/Enhanced Check Privacy Policy](#) for applicants and I understand how DBS will process my personal data and the options available to me for submitting an application.

Consent to obtain e-Bulk Standard/Enhanced Check electronic result

- ☒ I consent to the DBS providing an electronic result directly to the registered body that has submitted my application. I understand that an electronic result contains a message that indicates either the certificate is blank or to await certificate, which will indicate that, my certificate contains criminal record information. In some cases, the registered body may provide this information directly to my employer prior to you receiving the certificate.

I understand if I do not consent to an electronic result being issued to the registered body submitting my application that I must not proceed with this application and I should submit a paper application form.

I understand that to withdraw my consent whilst my application is in progress I must contact the DBS helpline 03000 200 190. My application will then be withdrawn.

3. Application Form

Application Form

Name and Gender

Please enter the applicant's name and gender.

Shortened names, nicknames and initials should not be used unless these are stated on the applicant's Identity Documents.

For DBS applications. 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@db.sgsi.gov.uk

You can then remove this check from your application if needed.


Gender


Title
 ▼

First name

Middle names

Surname

 Save

 Details

You can save your application progress at any time using this button. You can then return to this section at a later time without losing information already submitted.

The application form will include guidance to the left of each section.

This section is for name and gender details.

Historical Names

Please enter any of the applicant's previous names in full. All first names, middle name and the surname should be included, e.g., if the current name is Jane Amanda Doe, their previous name was Jane Amanda Smith, it should be entered as:

- First name: Jane
- Middle names: Amanda
- Surname: Smith

Where known, include the exact day of the month and the month the applicant changed their name. If this is not known please enter '01'. Where multiple previous names have been used, there must not be any gaps in the name history.

Has the applicant ever been known by any other names?

No	Yes
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This includes birth name or any changes to either the first name or surname.

Throughout the application there will be sections that open up requiring additional information depending on your answers. For example any previous or historic names.

Address

A full 5 years address history, of where the applicant has lived since 20 Jun 2020, must be provided.

There should be no gaps in the address history.

It is possible for addresses to overlap.

If the applicant was a student during this time, their term-time addresses must also be included.

If the applicant spent time travelling abroad during this time but held a current address in the UK then they do not need to include the address(es) of the places they stayed whilst abroad. However, if they did not hold UK address during this time, then they should provide the details of where they stayed.

If the applicant lived in emergency accommodation during this time, enter the name of the shelter/home they were living in.

Please enter the details for your current address



Address outside of the UK?

You can find UK addresses using the Post Code lookup.

Alternatively you can enter an address manually.

You must provide at least 5 years of address history, with no gaps.

If the full 5 years has been completed the section will turn green .

Note the progress bar at the top of the screen will move and change colour as you complete your address history.

5 years ago Today

Today

1 Jan 1990

FIRST ADVANTAGE
1 NOTTINGHAM SOUTH & WILFORD INDUSTRIAL ESTATE
NOTTINGHAM
NG11 7EP
UNITED KINGDOM

33 years, 2 months and 19 days

Thanks, you have entered enough addresses

We have enough address history to cover the 5 years required for your application. However if you have lived in any other addresses during this time please also enter those.

Add Additional Address

Birth Details

Information is required about the applicant at the time of their birth.

Date of Birth

DD / MM / YYYY

Town of Birth

Country of Birth

Birth Nationality


This section will your require birth details. You will be required to provide both country of birth and birth nationality.

The first line of each drop down has 'UK/British' options.

Contact Details

We may need to contact the applicant directly regarding their application. Please provide details of how we can reach the applicant. This must be the applicant's details as this will be used by the DBS for any communication. Please do not enter your own details.

Phone Number

 +44

As you scroll down, the page will end with your National Insurance number and a criminal record declaration. Once complete click 'next' to move forward.

National Insurance Number

If the applicant has a valid UK National Insurance Number you must provide it. If invalid information is provided then the application may be withdrawn.

Does the applicant have a UK National Insurance Number?

No Yes



We have found some errors on the form above. Please correct these before you continue.

You will be notified if any information is missing or incorrect. Scroll back up to check the information entered.

Disclosure and Barring Service

This information is required so that we can process the criminal record check with the Disclosure and Barring Service (DBS).

Does the applicant have any convictions, cautions (excluding youth cautions) which would not be filtered in line with current guidance?

No Yes

[DBS Filtering Guidance can be found here](#)

4. ID Documents - Verification Method Selection

You can verify your documents either at a Post Office branch or via your Club Welfare Officer.

There is a fee of £12.75 charged by the Post Office. CWO verification is free of charge.

Verifying Your Documents

Details

What is verification?

Your application includes a criminal record check for which the DBS requires documentation to prove your identity.


We will guide you through the verification process, including which documents to supply, later in the application process.

How would you like to verify your application?

Before you continue we ask that you pick a method for verifying your application.


If these verification methods aren't suitable, please contact the organisation to discuss options.

Contact details for your organisation can be found by pressing the "Details" button at the top of this page.



Post Office In-Branch

Take your identity documents to a Post Office branch when they can verify your identity



Organisation

Take your identity documents to an approved 'Verifier' in your organisation

Select verification method

What is verification?

Your application includes a criminal record check for which the DBS require documentation to be provided to verify your identity.

We will guide you through the verification process, including which documents to supply, later in the application process.



Your application will be verified by the Post Office.

You can [select a different verification method](#) if Post Office verification isn't suitable for you

You can use the branch-finder tool to locate your nearest branch offering the service.

In-branch verification

You will be asked to select some identity documents to take to your nearest Post Office branch for verification.

Please ensure that there is a branch, which provides this service, close to you by using the map below.

Enter your town or postcode to search for your nearest Post Office offering In-Branch Verification.

Hammersmith



1 Shepherds Bush

Wood Lane

Open Today

10:00 - 19:00

[More Details](#)

2 Kensington

London

Open Today

09:00 - 17:30

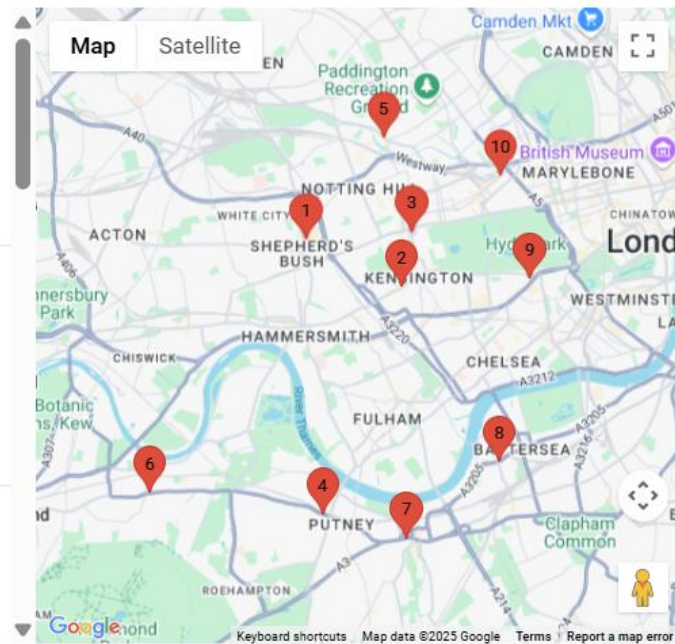
[More Details](#)

3 Kensington Church

Street

London

Open Today



5. ID Checking / Verification Document Selection

As part of the DBS Criminal Record check verification process, you will need to provide documentation to prove your identity. The documentation selected in the following steps will need to be presented at the Post Office.

Position

Your DBS check will be processed under the position detailed below. Should this be incorrect, please re-contact the organisation that you will be working with or for, for confirmation on whether you should continue with this application.

Position Title

Coach - Children

Disclosure Level

Enhanced

Workforce Type

Child Workforce

Volunteer

No

Home Based

No

Barred List

DBS Children's Barred List

You will now be required to select the documentation document types to prove your identity to the verifier.

The following example is provided for UK Nationals.

Other options will be available for non-UK Nationals.

Are you a UK national?

Yes

No

0 of 3 documents selected

As part of the DBS Enhanced application process, you must provide a range of identity documents that you are able to present to the verifier. Please make sure that your documents match the criteria specified next to the document and also the below criteria:

- At least one document contains your current address
- At least one document provides your Date of Birth
- All documents must be in your current name

Note: the verifier will need to be in **physical possession** of the documents you have selected. All documents must be original, photocopies and documents downloaded from the internet cannot be accepted.

Please select **the documents you own** and can present during verification.

UK Nationals will first be presented with the 'Group 1' documents section.

Group 1



Passport

- Issued in any country
- Must be valid



Driving Licence - Photocard

- Must be current and valid
- Issued in the UK, Isle of Man or Channel Islands
- Must be a photocard driving licence (not the paper counterpart)
- Full or provisional



Birth Certificate

- Issued within 12 months of birth
- Issued in the UK, Isle of Man or Channel Islands - including those issued by UK authorities overseas, for example embassies, High Commissions and HM Forces



Adoption Certificate

- Issued in the UK or the Channel Islands

You can select up to 3 document types. If you cannot select 3 click here to move on.

Back

I cannot select any of these documents

Group 2A



Non-UK Driving Licence - Photocard

- Must be current and valid
- Issued outside of the UK (excluding Isle of Man and Channel Islands)
- Must be a photocard driving licence (not the paper counterpart)
- Full or provisional



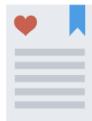
Driving Licence - Paper

- Must be current and valid
- Paper licence issued before 1998
- Issued in the UK, Isle of Man or Channel Islands
- Full or provisional



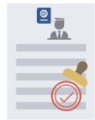
Birth Certificate

- Issued 12 months after time of birth
- Issued in the UK, Isle of Man or Channel Islands



Marriage/Civil Partnership Certificate

- Issued in the UK or Channel Islands



Immigration Document, Visa or Work Permit

- Issued by a country outside the UK.
- Valid only for roles whereby the applicant is living and working outside of the UK.
- Visa/permit must relate to the non-UK country in which the role is based



HM Forces ID card

- Issued in the UK



Firearms Licence

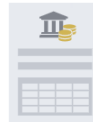
- Issued in the UK, Channel Islands or Isle of Man

Groups 2A and 2B will then become available.

As you select documents this bar will update with the current status.

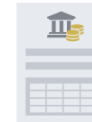
2 of 3 documents selected

Group 2B



Bank Statement (UK or Channel Islands)

- Issued in the UK or Channel Islands
- Issued in last 3 months
- Bank or Building Society Statement



Bank Statement (Non-UK)

- Bank or Building Society Statement
- Issued in countries outside the UK
- Issued in last 3 months
- Branch must be in the country where the applicant lives and works



Bank Opening Letter

- Bank or building society account opening confirmation letter
- Issued in the UK
- Issued in last 3 months



Credit Card Statement

- Issued in the UK
- Issued in last 3 months



Utility Bill

- Issued in the UK
- Cannot be a mobile telephone bill
- Issued in last 3 months



Benefit Statement

- Benefit statement, for example child benefit or pension
- Issued in the UK
- Issued in last 3 months



Government Letter/Benefit Statement

- Central or local government, government agency, or local council document giving entitlement, for example from the Department for Work and Pensions, the Employment Service, HMRC
- Issued in the UK or Channel Islands
- Issued in last 3 months



Mortgage Statement

- Issued in the UK
- Issued in last 12 months

Once 3 acceptable documents are selected the system will automatically move on to the next step.

6. Completing Document Details

You will be asked to complete specific details for each of the documents you selected.

Passport

Guidance will be provided for each type of document.



- Issued in any country
- Must be valid

Passport Nationality

British

Date of Birth

01 / 01 / 1990

Passport Number

123455566

The system will highlight any errors

Date of Issue

01 / 01 / 2020

'Date of Issue' must be after or equal to '20 Sep 2014'

7. Confirm Your Details

Please Confirm Your Details

The application won't be processed until you click **Confirm and Submit** below.

Name

First name

DBSTest

Middle names

(empty)

Surname

ThirtyNine

Title

Mr

Gender

Male

Birth Details

Date of Birth

1 Jan 2000

Birth Nationality

British

Contact Details

Phone Number

+4411111111

National Insurance Number

Has National Insurance Number

No

National Insurance Number

(empty)

DBS Details

Has unspent cautions or convictions

No

Address

6 Lower Mall

London

W1 1AA

United Kingdom

Since 1 Jan 2020

Town of Birth

London

Country of Birth

United Kingdom

You will then be given the opportunity to review your details and make changes if you spot a mistake.

DBS Position

Position Title

Medical Professional

Disclosure Level

Enhanced

Workforce Type

Child and Adult Workforce

Volunteer

Yes ☐ No

Home Based

No

Barred List

DBS Children's Barred List, DBS Adults Barred List

Verification Document Selection

The details below have been selected for use during verification.

[If you spot a mistake you can change verification document selection](#)

Guidelines

Guidelines

DBS Enhanced - ID checking guidelines (from 1 July 2021)

Route

Route 1

Applicant Details

Are you a UK national?

Yes

Documents Selected

Passport



- Issued in any country
- Must be valid

Passport Nationality

British

Date of Birth

1 Jan 2000

Passport Number

1111111111

Date of Issue

1 Feb 2017

Birth Certificate



- Issued 12 months after time of birth
- Issued in the UK, Isle of Man or Channel Islands

Date of Issue

1 Feb 2001

Bank Statement (UK or Channel Islands)

Date of Issue

8. Applicant Declaration

This declaration must be ticked and confirmed before the application is submitted.

DBS Declaration by applicant

- ☐ I declare that 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.

I confirm the documents that I have chosen to provide for the verification meeting meet the below criteria:


- At least one document contains your current address
- At least one document provides your Date of Birth
- All documents must be in your current name

☐ Confirm Declaration

Back

Confirm and Submit

9. Application Complete



Thank You!

Your application has been submitted.

What happens next?

Your application will be processed after you have taken your ID documents to your organisation to be verified. Your organisation will be informed once the application is complete.

Make a change

If you've spotted something wrong with your application you can re-open your application by clicking the button below.

Edit Application

Return to Dashboard

Thank you for completing your application.

You now need to get your documents verified.

This will be either with your Club Welfare Officer or at a Post Office (depending on which option you selected during the application process).

You have one final chance to make any changes to your application by re-opening it it here.

Click here to return to the main dashboard.