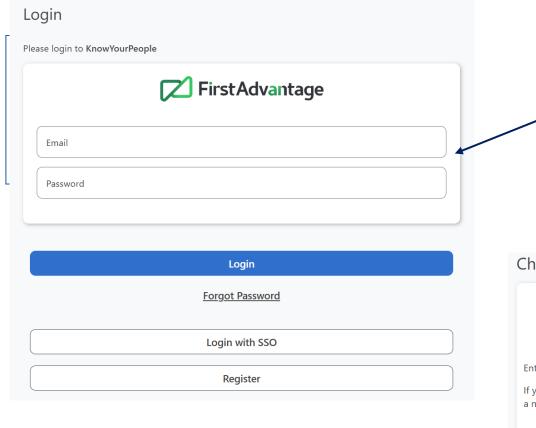


British Rowing DBS Application - Verifier (ID Checker) Guide

As a Club Welfare Officer one of your roles is to verify ID documents for club member DBS checks. You will need to meet the applicant in person and be able to view original versions of their documents.

You will need to check that the documents (and the details on the documents) match those selected by the applicant as part of their application, and that the applicant is the person identified in those documents.



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.

Visit <u>www.KnowYourPeople.co.uk</u> in your web browser.

Log in using your username and password.

Check Email & Enter Verification Code



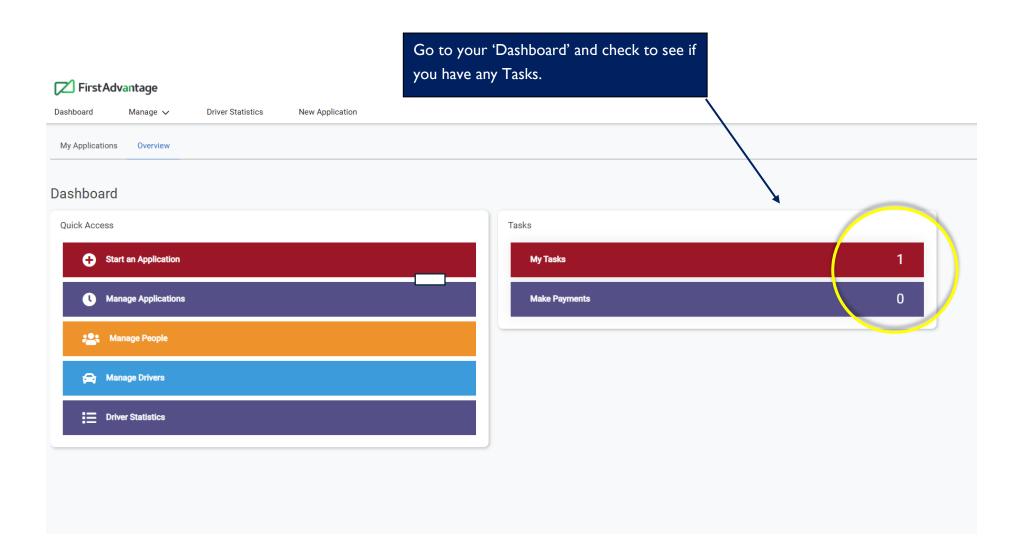
Enter the verification code that was sent to your email below.

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

Code

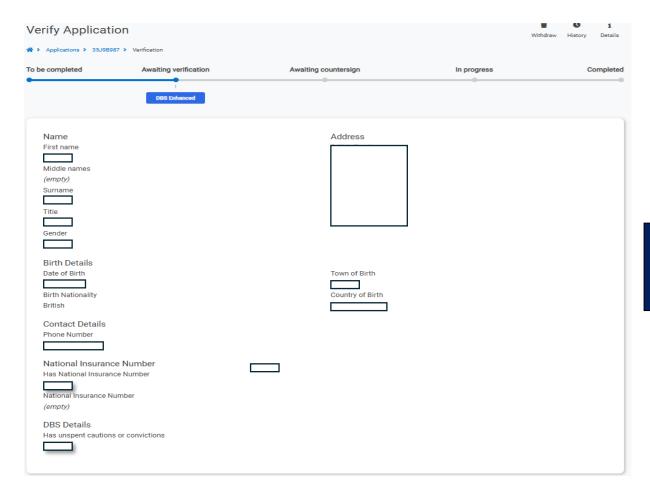
Login

Cancel

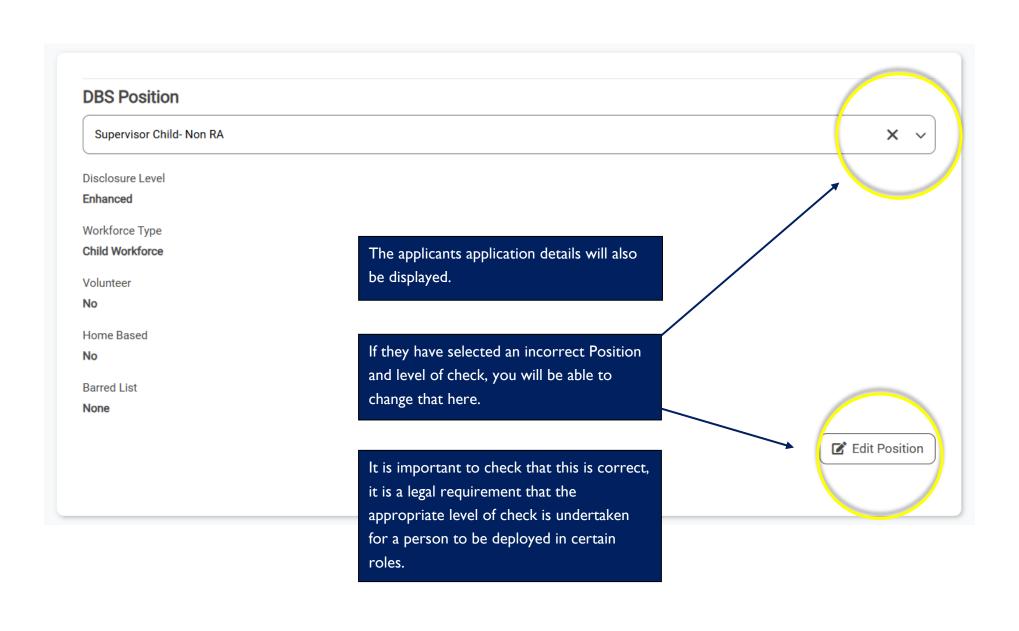


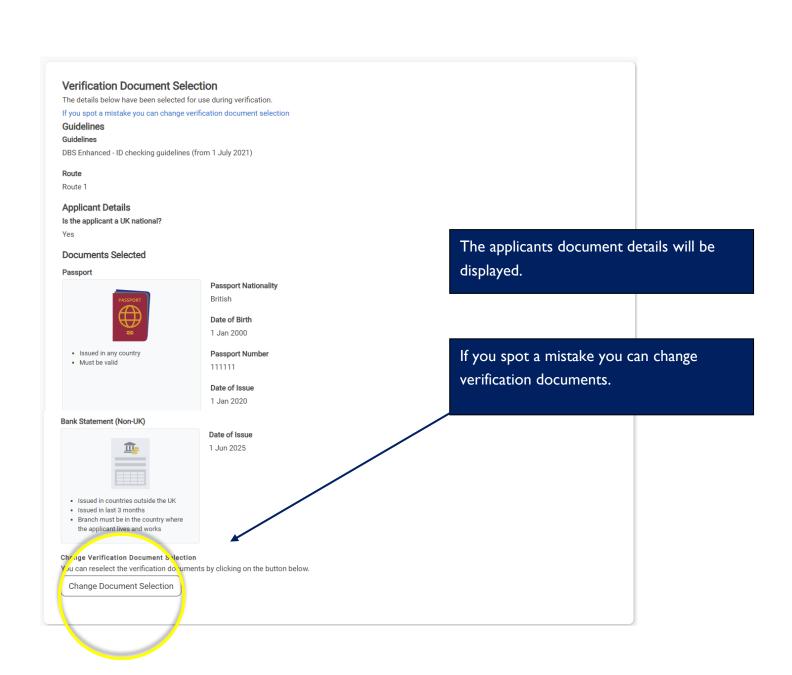
If a club member is awaiting verification of an application it will be listed here. Help RN

✓ FirstAdvantage Dashboard Manage 🗸 Driver Statistics New Application ☆ > My Tasks Search In Sort By My Tasks esults found Predefined Filters Application Show All DBSTest ThirtyFour Rritish Rowing -Just... Individual Check Awaiting verification Supervisor Child- Non RA Check Filters A British Rowing JustG... Reference NJJC65Z5 By Customer Verification Organisation Checks Created 31 Jul 2025 Since 8 Aug 2025 1 results found (1 page) Organisation(s) Showing results 1 - 1 All Organisations Check Status Applicant First Name Surname Date of Birth DD / MM / YYYY Postcode Primary Tag Applicant Email Show Advanced Filters?



The applicants personal details will be displayed (details blanked out in example).





Once you have checked the applicants documents and you are satisfied that the requirements have been met you can 'confirm verification'.

DBS Enhanced Criminal Record Check

As a Verifier, it is your responsibility to confirm a

rmation against the applicant details.

Please confirm that the documents provided for verification are the original documents and match the details entered above as well as meeting the following criteria:

- At least one document contains the applicant's current address
- · At least one document provides the applicant's Date of Birth
- . All documents must be in the applicant's current name

If there is a difference in the document details provided or they do not meet the criteria then either "reselect" the documents or "reject check" back to the applicant to re-provide the details.



× Reject Check

Verify Later

If for any reason you cannot verify the documents, you can reject the check or choose to verify later.

What next?

After you've verified this application what would you like to do next?

Continue working on this application. Show the next application awaiting verification from all of 'My Tasks'.

Press 'Submit'.

Submit

