




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.

Login

Please login to KnowYourPeople



Email

Password

Login

[Forgot Password](#)


Login with SSO

Register

Visit www.KnowYourPeople.co.uk 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

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.

Go to your 'Dashboard' and check to see if you have any Tasks.

FirstAdvantage

Dashboard Manage ▾ Driver Statistics New Application

My Applications Overview

Dashboard

Quick Access

- Start an Application
- Manage Applications
- Manage People
- Manage Drivers
- Driver Statistics

Tasks

My Tasks	1
Make Payments	0

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

Search In

My Tasks ▾

Predefined Filters

Show All ▾

Check Filters

Checks

▾

Organisation(s)

All Organisations ▾

Check Status

▾

Applicant

First Name

Surname

Date of Birth

DD / MM / YYYY

Postcode

Primary Tag

Applicant Email

Show Advanced Filters?

Nil

Var

Search

My Tasks

1 results found

Applicant

DBSTest ThirtyFour

1 results found (1 page)

Showing results 1 - 1

Application	Check	Position	Supervisor Child- Non RA
<div>British Rowing -Just...</div> <div>British Rowing JustG...</div> <div>Individual Check</div> <div>Reference NJJC65Z5</div> <div>Created 31 Jul 2025</div>	<div>Awaiting verification</div> <div>By Customer</div> <div>Since 8 Aug 2025</div>	<div>Verification</div>	<div>Organisation</div>

Verify Application

Withdraw History Details

Applications > 35J98987 > Verification

To be completed Awaiting verification Awaiting countersign In progress Completed

DBS Enhanced

Name

First name

Middle names

(empty)

Surname

Title

Gender

Birth Details

Date of Birth

Birth Nationality

British

Contact Details

Phone Number

National Insurance Number

Has National Insurance Number

National Insurance Number

(empty)

DBS Details

Has unspent cautions or convictions

Address

Town of Birth

Country of Birth

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

DBS Position

Supervisor Child- Non RA



Disclosure Level

Enhanced

Workforce Type

Child Workforce

Volunteer

No

Home Based

No

Barred List

None

The applicants application details will also be displayed.

If they have selected an incorrect Position and level of check, you will be able to change that here.

It is important to check that this is correct, it is a legal requirement that the appropriate level of check is undertaken for a person to be deployed in certain roles.

Edit Position

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

Is the applicant 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

111111

Date of Issue

1 Jan 2020

Bank Statement (Non-UK)



- Issued in countries outside the UK
- Issued in last 3 months
- Branch must be in the country where the applicant lives and works

Date of Issue

1 Jun 2025

Change Verification Document Selection

You can reselect the verification documents by clicking on the button below.

Change Document Selection

The applicants document details will be displayed.

If you spot a mistake you can change verification documents.

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 and only use **photocopying documents and photographs** 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.

☒ Confirm Verification

☐ 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

Application

Withdraw History Details

Applications > 35J9B987

To be completed Awaiting verification Awaiting countersign In progress Completed

DBS Enhanced

The application is awaiting countersign

There is a check that requires countersigning by KYP operations before the application can be progressed further.

The verification has been completed.

The application has moved on to the next step for 'countersigning' by British Rowing's DBS provider, before onward checking by the DBS and or organisations.

Applicant

Name

Richard Nunn

Date of Birth

1 Jan 1990

Address

British Rowing

6 Lower Mall

Hammersmith

London

W6 9DJ

United Kingdom

Email

richnunn@gmail.com

[Full Application Data](#)