The DBS will take up to **4 weeks** (longer during peak periods)

to process the application

The DBS will send one copy of the Enhanced Disclosure Certificate to the applicant. The applicant then has the following options:

**University of Cambridge student DBS procedure**

The College/Education sends the application form to the Student Registry, for final checks and completion of **Section Y**. We then forward to the DBS

DBS application pack issued to student after request received

**OPTION 1:**

Subscribe to the DBS Update Service within 14 days of receiving their DBS cetifictate

The applicant must still show their original certificate to the Student Registry before the update service can be checked by them.

Students return the completed DBS application form, together with documentary identification evidence to their prospective College Tutorial Office (Medics and Vets), Faculty of Education or the Student Registry

**OPTION 2:**

Send the Disclosure Certificate to the Student Registry

The applicant sends their certificate to the Student Registry, a copy is made and the original is sent back to the applicant

All original identification documents are returned to the applicants. Copies are retained by the College/Education/Student Registry in case the DBS has any queries at a later date

If the DBS have any queries concerning the application, they will contact the Student Registry.

The College or Faculty of Education may then be contacted to answer any questions

When the Student Registry either has seen the original Disclosure Certificate or checked the status online, the prospective College/Department will be informed of the result

The College, Education or the Student Registry checks the form and completes **Sections** **W** and **X**