Completing Your Online LTA DBS Application Form

Need to Know Before Starting the Application Form

- If you do not have a LTA number then you can get one by logging into your account and affiliating yourself to your venue. If you have any issues with this please fill out the Contact Us form here.

- If you are an **overseas** applicant please see the OCR webpage here for further instructions.

Contact Details

The application form is on the First Advantage platform so the LTA does not have access to this. The following is the best way to contact the relevant organisations:

- If you have technical issues with the platform or your DBS has yet to be uploaded to your LTA profile then you can contact First Advantage using the details below:
  - Tele: 0115 969 4600
  - Email: support@onlinedisclosures.co.uk

- After completing the application form and you are needing to amend details (e.g. Verification Method) then you will need to contact the LTA by filling out our Contact Us form here.

Additional Information You Need to Know During your Application

1. Read the instructions carefully on what you need to know. Some important areas are:
   - What role you are undertaking at your venue? List of positions can be found here.
   - What Organisation PIN and Secret Word is associated with your venue? *If you cannot find your venue then please contact the LTA and we will give you the pin and word.*
2. At the end of the application, you will need to get your documents ID checked either at the Post Office or by an LTA ID Checker. Once done, your application will be processed. *(This is chosen during the application)*
   - ID checker list can be found here.
     (Currently (due to Covid-19) we are also allowing Virtual ID Checks. More information can be found here)
   - Post Office locations can be found here.

To start your application for a DBS, please go to the LTA DBS webpage here.

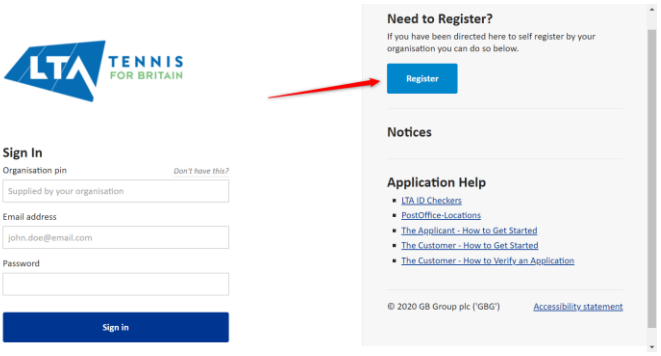
LTA TENNIS FOR BRITAIN

Registering

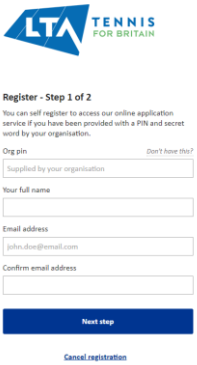
If you have **registered before on the Online Disclosure platform then please skip this step**

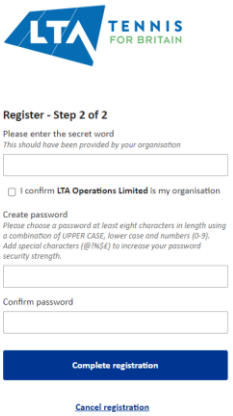
The first time you apply for your DBS check you need to register:

1. Click ‘Register’ on the right hand side of the screen.



2. Enter your Organisation Pin.
3. Enter your full name
4. Enter your email address and confirm by entering it again
5. Click ‘Next step’



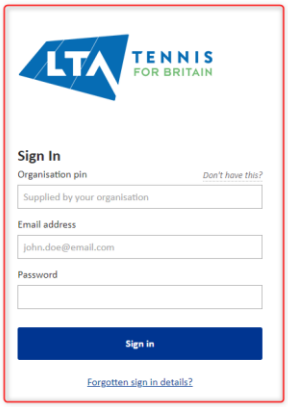


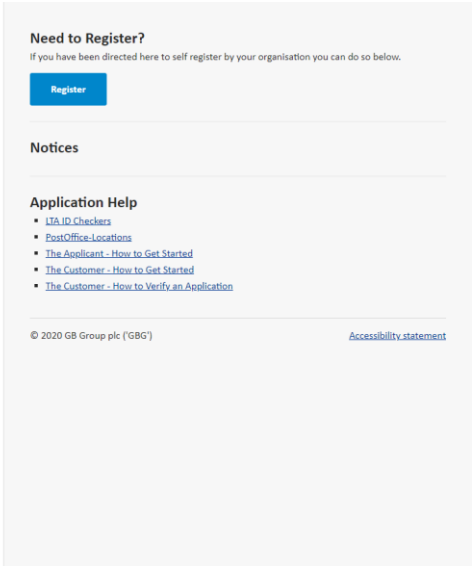
6. Enter the Secret Word.
7. Create your password.
8. Click ‘Complete registration’.

Signing in

If you have already registered, simply sign in:

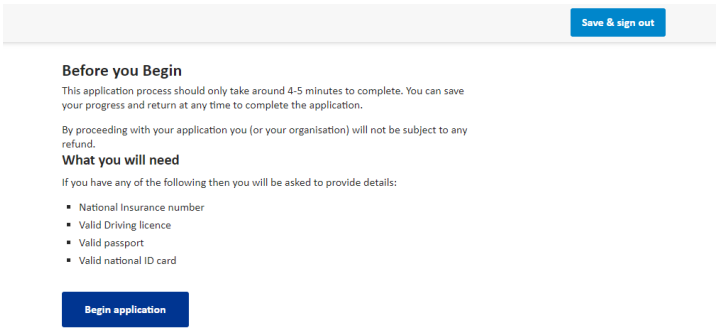
1. Enter the 'Organisation pin'.
2. Enter the email address used during registration.
3. Enter the memorable password you created for yourself.
4. Click Sign In



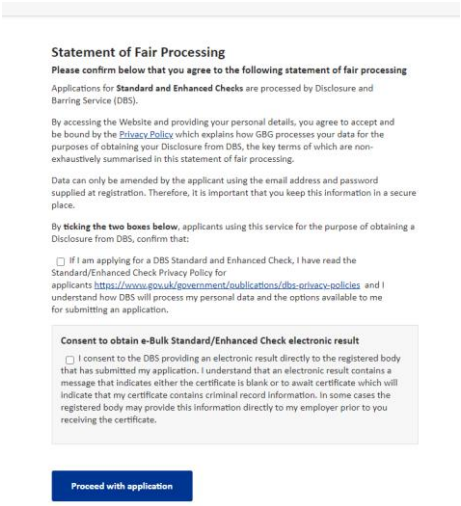


Start Application

1. Click ‘Begin’ application



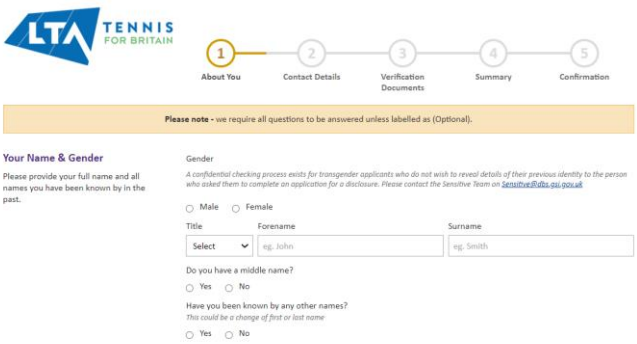
2. Read the Statement of Fair Processing and click the T&Cs and click ‘Proceed with Application’.



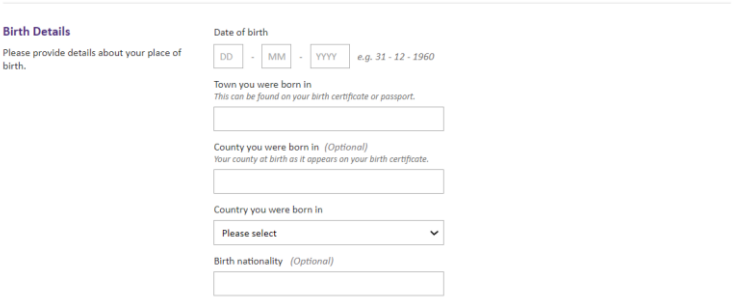
Section 1 – About You

You must specify your gender and supply your full name details.

Shortened names, ‘nicknames’ and initials should not be used unless these are stated on your Identity Documents(ID).



You must complete all mandatory fields relating to your Birth Details.

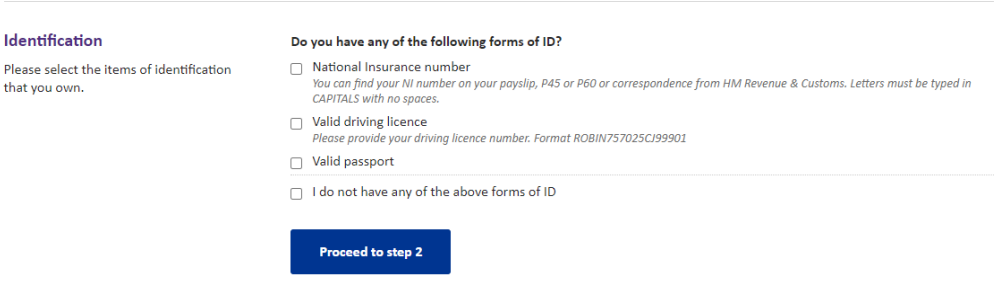


If you have any of the ID documents listed in this section you must supply this information.

1. Click the box next to any current and valid ID that you have. You will be asked to supply information relating to that particular document.

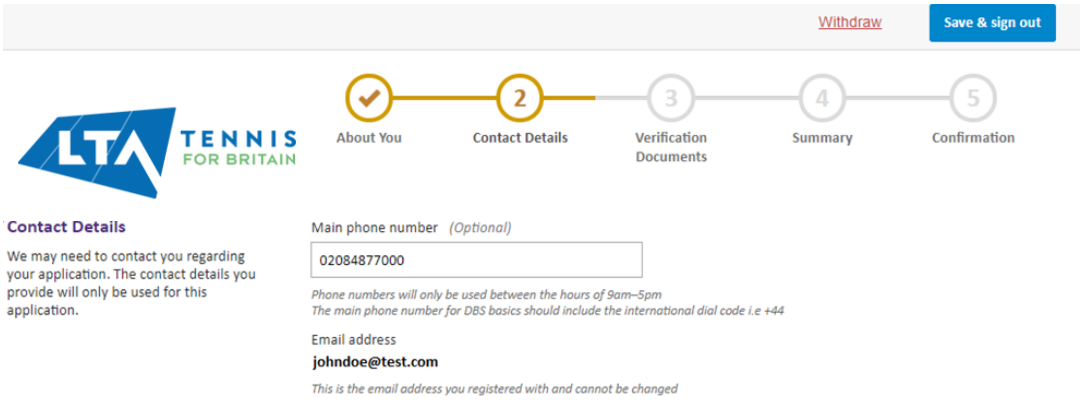
2. Enter all the required information for the ID you have selected. If you do not have any of the documents click the box to state this.

3. Click ‘Proceed to step 2’.



Step 2 – Contact Details

The email address will be pre-populated with the email address used to register. It is recommended that you provide a contact number.



For your application to be processed, a full 5 year address history must be provided.

Lived Abroad or been travelling in the last 5 years?

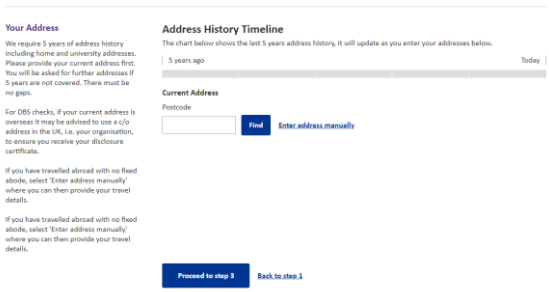
If you have lived abroad or been travelling and visited more than one country, the details for each country you visited must be entered. It is possible for the dates you visited/lived in each country to overlap.

If you have lived in a country/ies for a total period of **6 months** in the **last 5 years** then we will need an Overseas Criminal Record (OCR) check from that country before we can add a UK DBS to your LTA profile. For further guidance on this please see here or our FAQs on the LTA Help Centre.

Lived Away at University?

If you are currently living away from home (e.g. as a student), but your ID relates to your home address, enter your home address as your current address. It is possible for the dates you have lived at these addresses to overlap.

The ID documents you provide as proof of address for verification must match the current address details supplied in this section.



Step 3 – Verification Documents

There are two ways your ID can be verified:

1) **ID is Verified at the Post Office**
   You are responsible for selecting and entering the information required for each piece of ID to be used for verification.

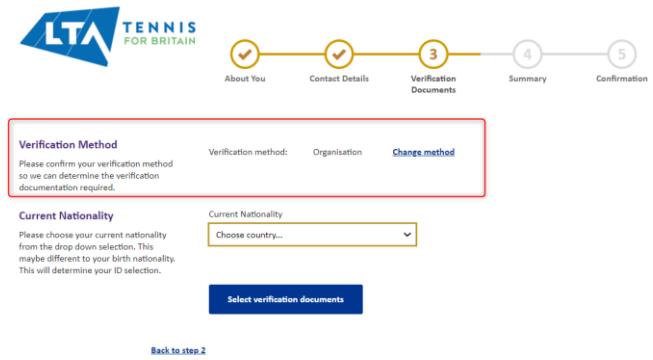
   After you have completed the application, you **must** print out the *ID Verification Service form* and take this to a Post Office along with the ID you selected.

   Note – At the Post Office always ask for a 'CRB ID Verification' as this is the cheapest option (approx £5).

2) **ID is Verified by the Organisation**
   You are responsible for contacting one of the LTA's ID checkers to arrange for your documents to be verified. A list of ID checkers can found here.

   Please note: the LTA are currently doing Virtual ID Checks to initiate the DBS process. For further information on this please download the document here.

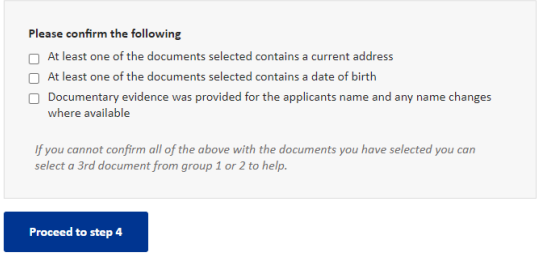
The Verification Method is *defaulted* to 'Organisation'. If you want to change this to Post Office then please click '**Change method**'.



Choose your 'Current Nationality' and click 'Select verification documents' to proceed and choose the necessary documentation.

At the end you must confirm and tick the three boxes. Once done click 'Proceed to step 4'.

For further information on documentation and what you need then please see here.



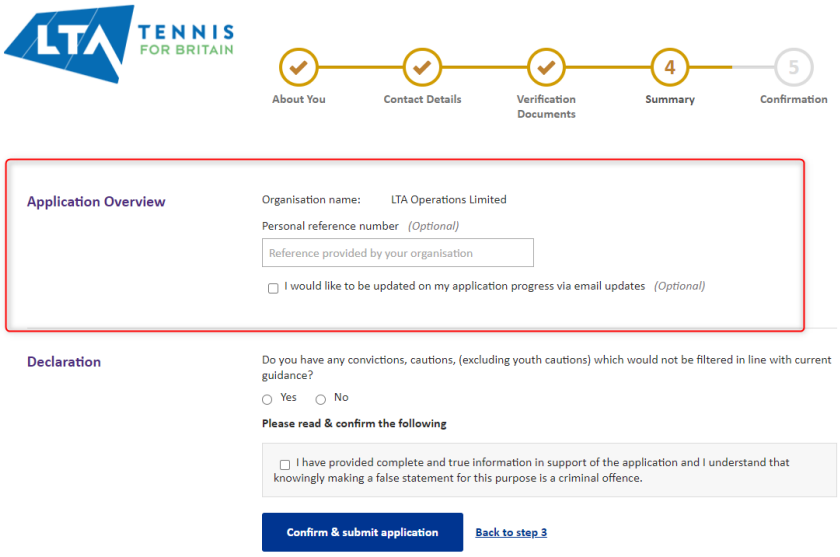
Step 4 – Summary

You **can** enter your LTA number or Coach Code into the “Personal Reference Number” field.

If you do not have a LTA number then you can get one by logging into your account and affiliating yourself to your venue. If you have any issues with this please fill out the Contact Us form here.

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Failure to provide this information may result in delays and/or withdrawal of your application.



Complete the criminal records declaration and click ‘Confirm & submit application’.

Step 5 – Confirmation

This step will look slightly different depending if you have chosen 'Organisation' or 'Post Office' for your Verification Method:

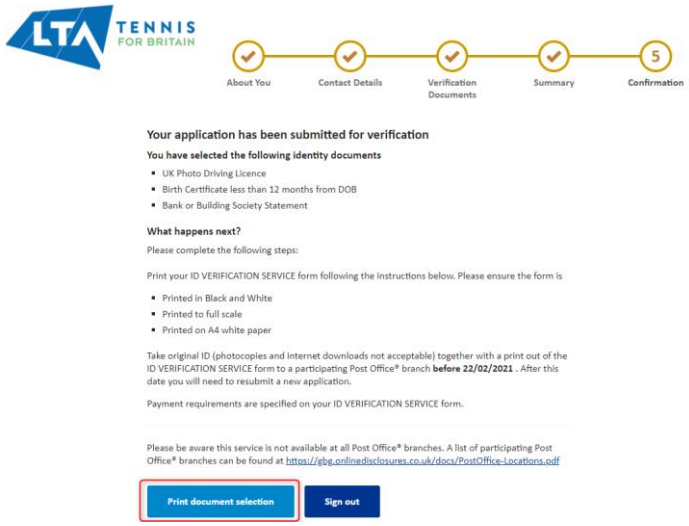
- **Organisation** – You will either need to contact:

3. An LTA ID checker for a face-to-face check.
4. Complete an ID Virtual Check with the LTA (*note: even though the 1st check is virtual, you will need to get a 2nd check face-to-face*)

- **Post Office** – Before going to the Post Office, you will need to:

    1. Print off the *ID Verification Service form* by selecting 'Print document selection'.
    2. Take your documents selected in the application.

Note: You will have 30 days to complete the Post Office ID check before the application is voided.



After Completing Your ID Check

Once you have completed the ID check (whether with LTA ID checker or at Post Office), you will need to go back into the application form here and pay (free if you applied for a volunteer DBS).

Your application will then be processed by the Government and can take up to 40 days to complete. You will receive your DBS certificate through the post using your current address.

Please note: The LTA cannot fast track this process.