DBS Guidelines

Before you can begin your studies, you will need to go through the Disclosure and Barring Service (DBS) process and receive a satisfactory check. Plymouth University is now working with Online Disclosures to provide you with a smoother and more efficient process in getting this check completed. Please see below for instructions on how to begin the DBS process online:

**Step 1:** Register with onlinedisclosures.co.uk

**Step 2:** Enter the Organisation PIN 138475 when prompted as well as your name and email address

**Step 3:** Enter the Secret Word HHSPU2015 when prompted

**Step 4:** Follow the on-screen instructions and guidance documents to complete the DBS process online

**Step 5:** Take your printed DBS form and original documents to any branch of the Post Office to complete and check

Once you have completed this simple five step process, your details will be passed to the DBS and they will notify you and Plymouth University of the outcome.

There is plenty of guidance information as you make your way through the site but if you have any questions in the meantime, please contact us via pg-admissions@plymouth.ac.uk with ‘DBS Advice Request’ in the subject line and quoting your name and UCAS or student reference number.