**Information and application for DBS Certificate**

Primary Eyecare Essex Ltd, on behalf of Essex LOC, is funding for a limited period eCRB checks through Essex County Council to provide DBS Certificates for those practitioners undertaking Enhanced Optometric Services in Essex.

**How does it work:**

Practitioners provide PEE with the salient information to start processing the application. (See Below)

Once this information is entered onto the system by PEE, the applicant will receive an email from the eCRB Service highlighting what they have to do next.

Usually, the service will request you provide 3 forms of identification. Experience so far has shown us that the three simplest forms of identification to use are probably:-

1. Passport
2. Plastic part of the Driving Licence
3. *DATED* utility bill that is less than 3 months old with *CURRENT* address

Other forms of ID are acceptable and will be offered as an option when the applicant goes to the website.

The applicant will then need to make an appointment to visit a PEE administrator in person for the documents to be checked and verified on the portal.

At this visit, the applicant will be invited to complete the rest of the form online, or they can have a further password issued for them to complete later at a time convenient to them. IF you are completing online, please note that one piece of information often forgotten is your ***National Insurance number.*** You may also be asked about previous addresses if you have been resident at your present address for less than three years.

Once you have completed the application, the processing of the certificate we have found can take anywhere up to three weeks.

Once you have your certificate, you have **19 DAYS** in which to go online and apply for the electronic version which is funded by the applicant. <https://secure.crbonline.gov.uk/crsc/apply?execution=e1s1>

**Information required for application:**

Full Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Preferred email address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I am a practitioner working in Essex and undertaking EOS **Yes / No**

If **No**, I am aware that it will be necessary for me to fund the DBS certificate myself.