Dear Name

The Diocese of Carlisle is moving to Online Disclosure and Barring service checks through using an organisation called thirtyone:eight.

In order to complete your online version of the DBS application form please follow the information given in the Applicant’s Guide : [Applicants Guide](https://thirtyoneeight.org/media/2683/applicant-guide-enhanced-disclosures.pdf)

**When you are ready here is the link to begin the DBS Check:**

<https://thirtyoneeight.org/dbs-service/apply-for-a-check/>

You will be asked for the following information:

Your Organisation Reference is:

Your Organisation Code is:

Your position applied for (to be entered on the form) is:

Don’t forget that once you have completed your form online you will need to scan/show me your identification documents.  See the Applicants guide as to which forms of ID are needed. You can either bring them to me at ………… or you can scan them in and email them to me, then we can have a quick zoom call to verify.  Please be in touch to arrange.

Also please make sure that I have your completed Self-declaration Form [attached]. This form will be assessed before we process your disclosure application.

If you need any further assistance, please feel free to contact me.