

Children's Barred List (Formerly List 99) and QTS User Guide

Introduction

This is a quick user guide to get you started with APCS's online ordering of Children's Barred List and Qualified Teaching Status checks.

The website addresses for these services are:

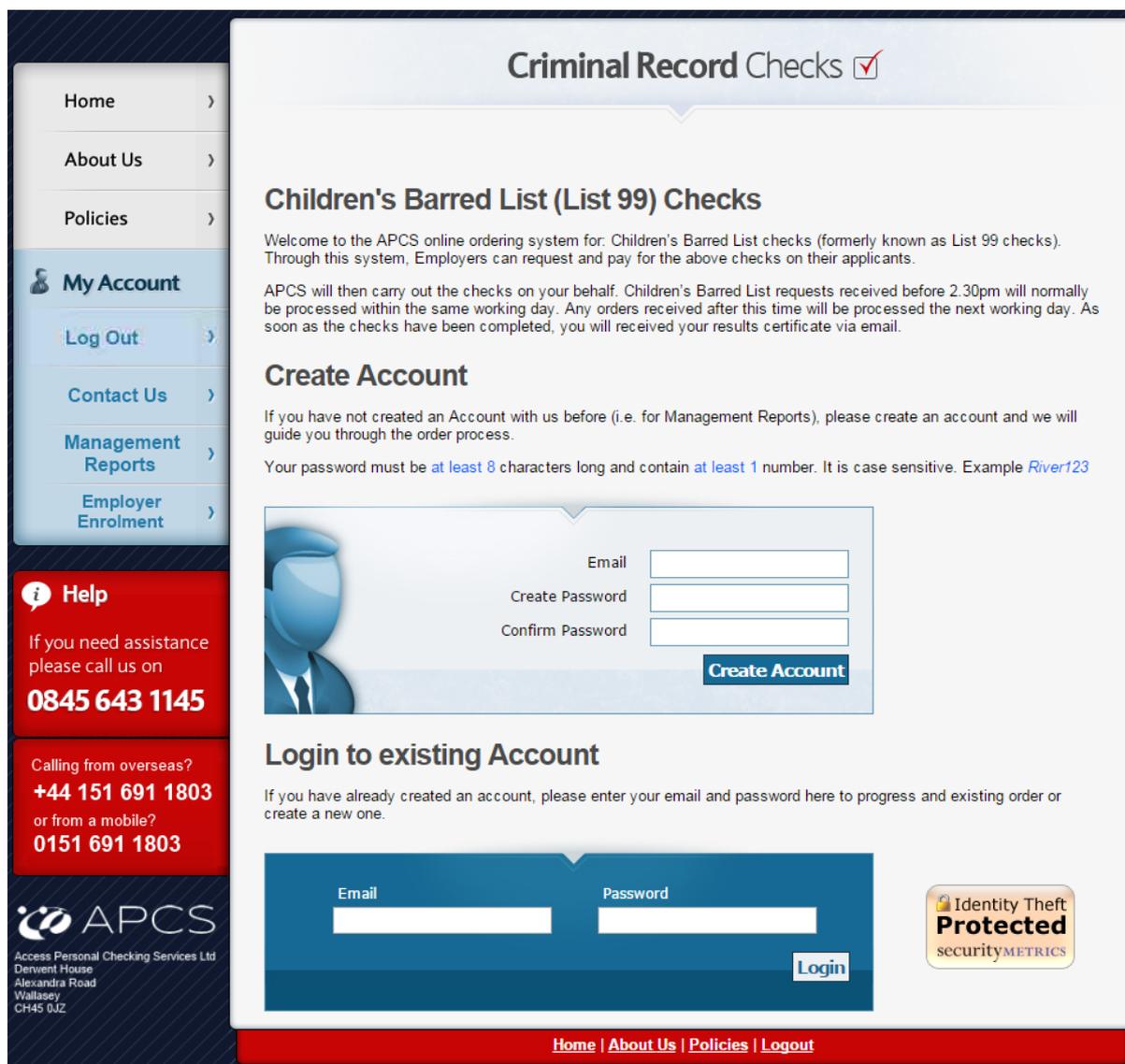
Children's Barred List Checks

<https://www.onlinedbscheck.co.uk/list99.aspx>

Qualified Teacher Status Checks

<https://www.onlinedbscheck.co.uk/qts.aspx>

You will get a login web page that looks like this in your browser.



The screenshot shows the 'Criminal Record Checks' section of the APCS website. The page title is 'Criminal Record Checks' with a checkmark icon. The main heading is 'Children's Barred List (List 99) Checks'. Below this, there is a welcome message and a 'Create Account' section with a form for Email, Create Password, and Confirm Password, and a 'Create Account' button. There is also a 'Login to existing Account' section with a form for Email and Password, and a 'Login' button. A 'Help' section is visible on the left sidebar, and a footer contains navigation links and contact information.

Criminal Record Checks ✓

Children's Barred List (List 99) Checks

Welcome to the APCS online ordering system for: Children's Barred List checks (formerly known as List 99 checks). Through this system, Employers can request and pay for the above checks on their applicants.

APCS will then carry out the checks on your behalf. Children's Barred List requests received before 2.30pm will normally be processed within the same working day. Any orders received after this time will be processed the next working day. As soon as the checks have been completed, you will receive your results certificate via email.

Create Account

If you have not created an Account with us before (i.e. for Management Reports), please create an account and we will guide you through the order process.

Your password must be **at least 8 characters long** and contain **at least 1 number**. It is case sensitive. Example *River123*

Email

Create Password

Confirm Password

Create Account

Login to existing Account

If you have already created an account, please enter your email and password here to progress an existing order or create a new one.

Email

Password

Login

Identity Theft Protected
securityMETRICS

Help
If you need assistance please call us on
0845 643 1145

Calling from overseas?
+44 151 691 1803
or from a mobile?
0151 691 1803

APCS
Access Personal Checking Services Ltd
Denment House
Alexandra Road
Wallasey
CH45 0JZ

[Home](#) | [About Us](#) | [Policies](#) | [Logout](#)

There are two types of users for this system, a user for a registered customer and a user for a non-registered customer. The definition of a registered customer is one that has a signed Service Level Agreement with us for the provision of standard/enhanced and basic disclosure certificates.

You do not have to be a registered customer user to request a Children's Barred List or QTS check. There are several benefits of being a registered customer which are:

- Preferential Tariffs
- Invoice Payment Option (subject to Approval by APCS)

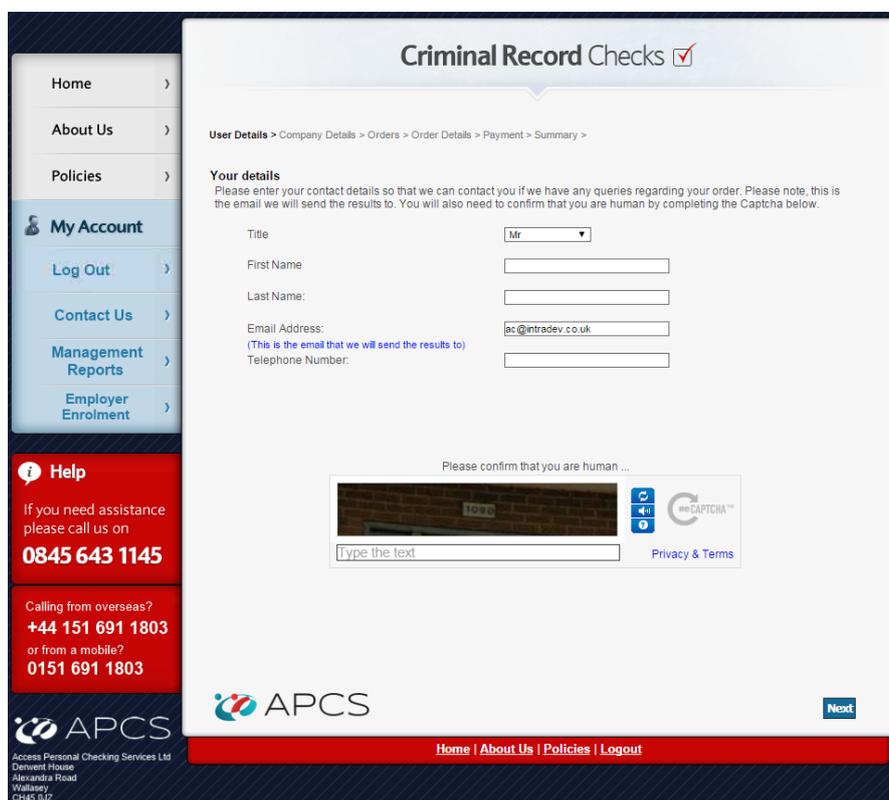
If you would like to register for our full portfolio of services, please click [here](#)

Non-Registered Customer Initial Log In

The first thing you need to do is create an account. This then provides a secure area for your orders. This is done by entering your email address and a chosen password and clicking the 'Create Account' button.

You only need to do this once. When you log in again, use the 'Log into Existing Account' area.

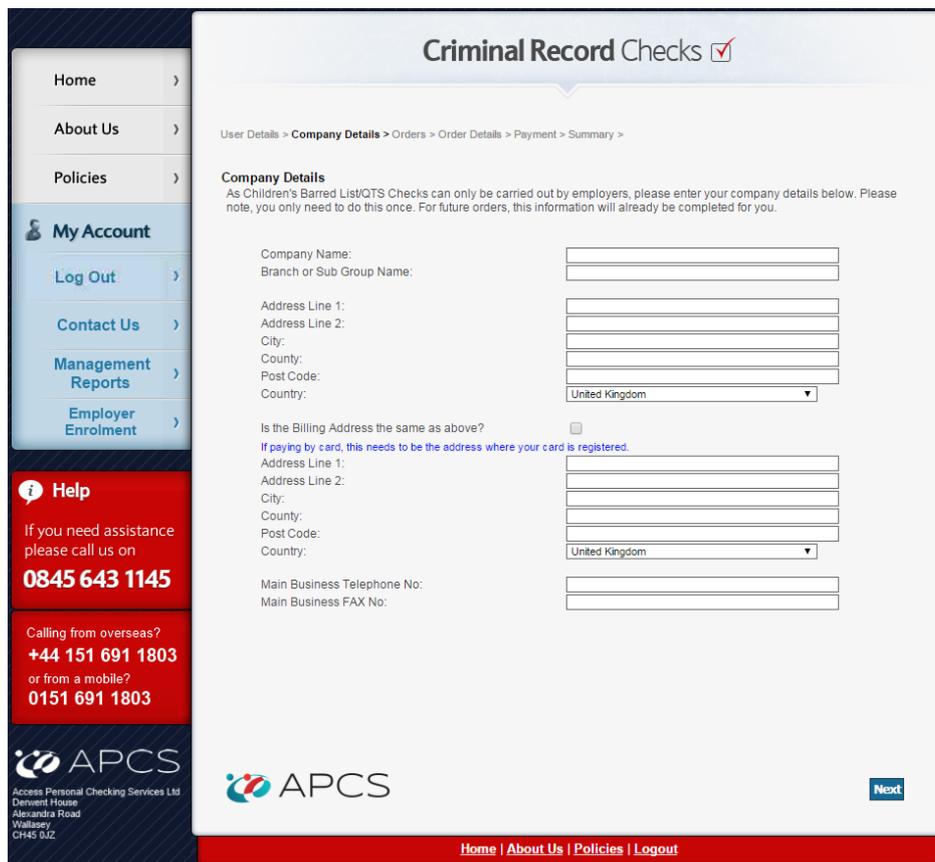
The next screen presented to you relates to your details. These need to be completed including a contact telephone number in case we have queries with any future orders that you place. Please note that the email address is the one that we will send your results, so please make sure that this is correct. Also, the Captcha needs to be completed to confirm that you are a human and genuinely interested in using our services.



The screenshot shows the 'Criminal Record Checks' registration page. On the left is a navigation menu with links for Home, About Us, Policies, My Account, Log Out, Contact Us, Management Reports, and Employer Enrolment. Below the menu is a red 'Help' section with contact numbers: 0845 643 1145 and +44 151 691 1803. The main content area is titled 'Criminal Record Checks' and includes a breadcrumb trail: 'User Details > Company Details > Orders > Order Details > Payment > Summary >'. Under 'Your details', there are input fields for Title (dropdown menu), First Name, Last Name, Email Address (with a note that this is the email for results), and Telephone Number. Below the form is a CAPTCHA section with the instruction 'Please confirm that you are human...' and a 'Next' button at the bottom right. The footer contains the APCS logo and navigation links: Home | About Us | Policies | Logout.

Press the next button...

This is where we collect your company details.



Criminal Record Checks ✓

User Details > **Company Details** > Orders > Order Details > Payment > Summary >

Company Details
As Children's Barred List/QTS Checks can only be carried out by employers, please enter your company details below. Please note, you only need to do this once. For future orders, this information will already be completed for you.

Company Name:
Branch or Sub Group Name:

Address Line 1:
Address Line 2:
City:
County:
Post Code:
Country:

Is the Billing Address the same as above?

If paying by card, this needs to be the address where your card is registered.

Address Line 1:
Address Line 2:
City:
County:
Post Code:
Country:

Main Business Telephone No:
Main Business FAX No:

Next

[Home](#) | [About Us](#) | [Policies](#) | [Logout](#)

Children's Barred List and QTS checks are employer services. As an individual, you cannot order either of the checks for, or on behalf of, another person. This is only for companies who have employees that are engaging in a regulated activity related to children.

Payment for these checks for non-registered customers is by debit/credit card only. We cannot offer invoice terms to you without a signed Service Level Agreement.

The billing address details are the ones used to process your card payment, so please make sure that this address matches the address that the card that you use to pay is registered to.

By pressing the 'Next' button, you are now ready to place your first order. You will not have to enter any of these details again as the system will automatically recognise you when you next log in.

Please go to the 'Placing your First Order' Section.

Registered Customer Initial Log In

For existing customers, the system checks for the email that you use for your ID Checking when you log in and if it finds a match it will associate you to your customer. We still ask you to confirm your user and company details (you only have to do this once) before you can submit an order.

Please note: if you have already set up a Management Reporting Account, you will **NOT** need to create a new account here as you already had one. Just log into the 'Log into Existing Account' area, using your Management Reporting credentials.

In the Management Reporting System, if you have been given the role of a manager that can see multiple branches, you will be presented with a drop down menu to select the branch that you want to place your order against. The branch name is prefixed with the 7 digit Access Code that has been allocated to you to make sure you pick the correct branch.

Placing your First Order

This is the screen that you will see every time you log in after you have registered.



There are 3 options.

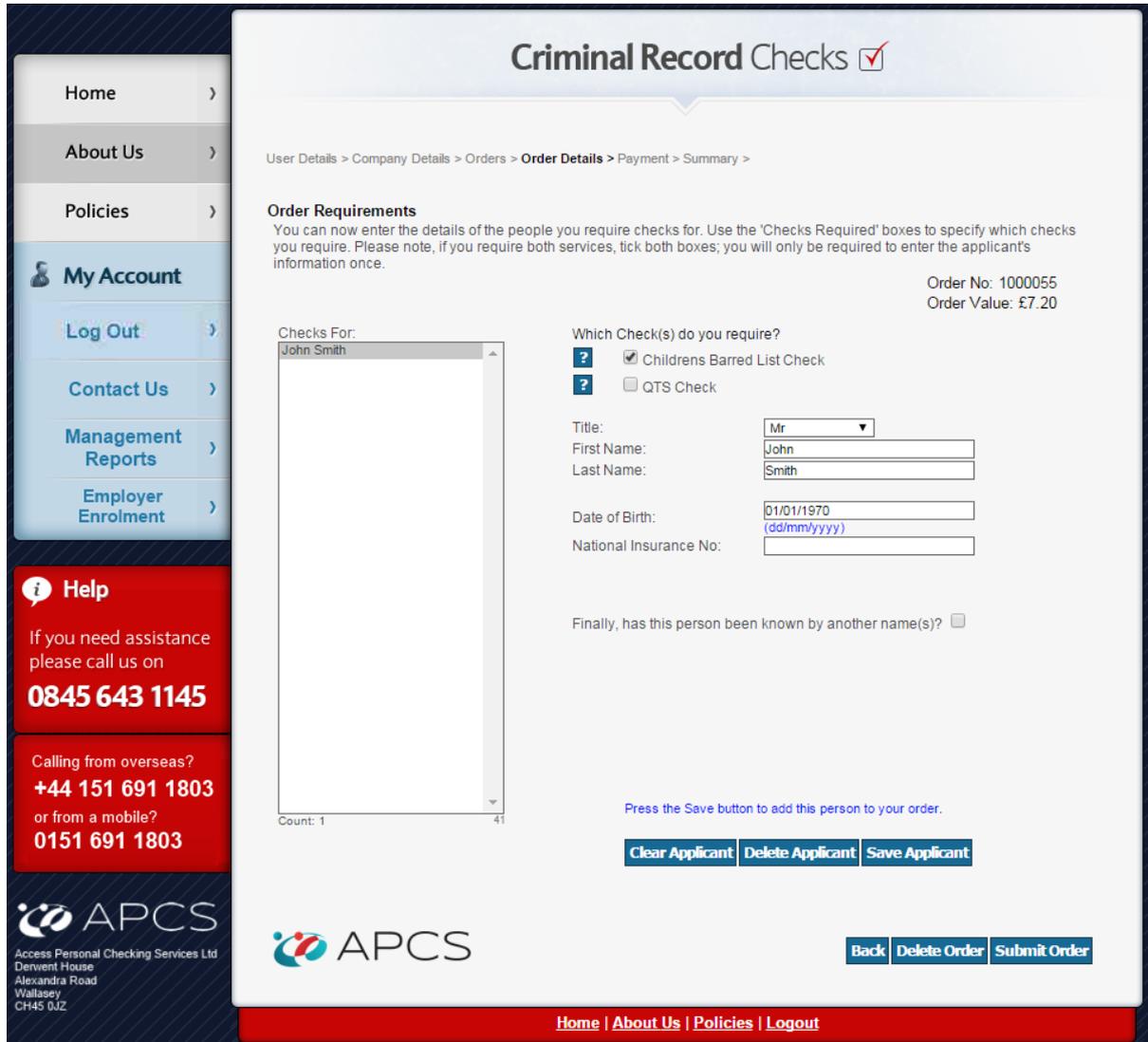
- To continue an existing order that is not completed
- To create a new order
- To view completed orders

Please note: The 'View Completed Orders' is read only, you cannot change an order that has already been submitted.

Creating a new order and continuing an existing order are the same except that an existing order will already have applicants in it. If you don't have any incomplete or completed orders, these buttons will be grey and not selectable.

Creating an Order

After creating an order, you will see the below screen. An applicant has already been added as an example (*this will be empty for a new order*). The term 'Applicant' refers to the person that you wish to do the check for.



The screenshot shows the 'Criminal Record Checks' page in the APCS web application. The page is titled 'Criminal Record Checks' with a checkmark icon. A breadcrumb trail reads: 'User Details > Company Details > Orders > Order Details > Payment > Summary >'. Below this, the 'Order Requirements' section explains that users can specify which checks are required for an applicant. The order details are: Order No: 1000055, Order Value: £7.20.

The 'Checks For:' list box contains one entry: 'John Smith'. Below the list box, it says 'Count: 1' and '41'.

The 'Which Check(s) do you require?' section has two options: 'Childrens Barred List Check' (checked) and 'QTS Check' (unchecked).

The applicant details form includes: Title (Mr), First Name (John), Last Name (Smith), Date of Birth (01/01/1970), and National Insurance No. (empty). There is a checkbox for 'Finally, has this person been known by another name(s)?'.

Buttons at the bottom include 'Clear Applicant', 'Delete Applicant', 'Save Applicant', 'Back', 'Delete Order', and 'Submit Order'. A red footer bar contains links for 'Home | About Us | Policies | Logout'.

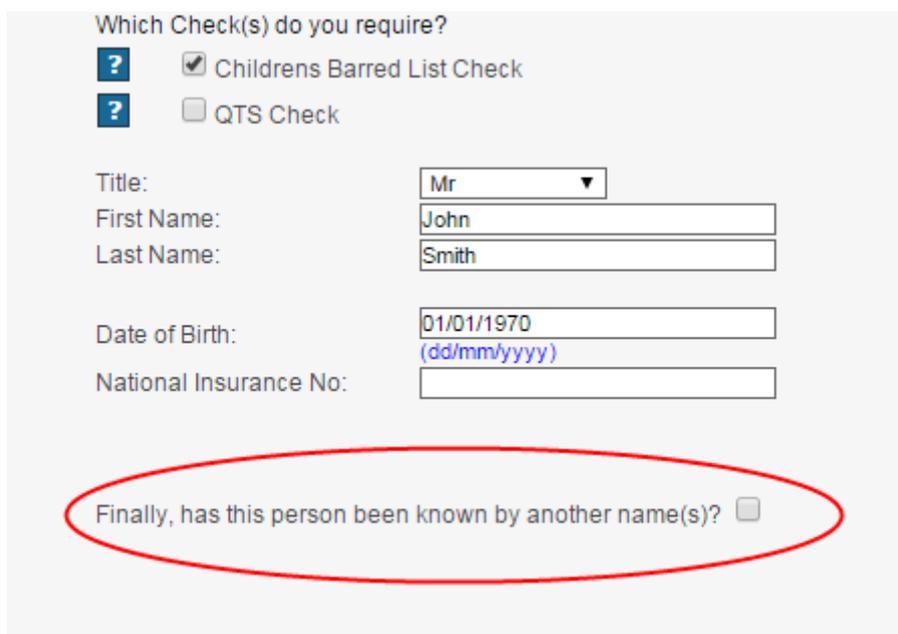
The names of the applicants will appear in the 'Checks For' list box on the left hand side.

For a Children's Barred List Check, tick the box called 'Childrens Barred List Check'

- Select the applicant's title
- Add their first name
- Add their present surname
- Enter their date of birth
- If you know their National Insurance Number then enter it as well. This is optional but it will save some time, if the initial List 99 Search produces a match and we have to do a more detailed search with their National Insurance No to prove that your 'John Smith' isn't the John Smith held in the Childrens Barred List.
- Press the 'Save Applicant' button and the name will appear in the 'Checks For' list box on the left hand side.

Children's Barred List - Applicant Other Names

After you have pressed the 'Save Applicant' button, you will see another tick box appear, asking if this person has been known by any other names, like so...



Which Check(s) do you require?

Childrens Barred List Check

QTS Check

Title:

First Name:

Last Name:

Date of Birth:
(dd/mm/yyyy)

National Insurance No:

Finally, has this person been known by another name(s)?

We need to check that this applicant has been known by any other names. If the answer is no, leave it unticked.

If the applicant has previous names, then tick this box and you will get a new section related to their other names:

which Check(s) do you require?

Childrens Barred List Check
 QTS Check

Title:

First Name:

Last Name:

Date of Birth:
(dd/mm/yyyy)

National Insurance No:

Finally, has this person been known by another name(s)?

Other Names

First name:

Surname:

Enter their other first name and surname and press the 'Save ON' (Save Other Name) button. You can repeat this process if the person has multiple previous names.

If you want to edit or delete a previous name, click on the name in the 'Other Names' list box and either edit the entry or press the 'Delete ON' (Delete Other Name) button.

Adding Multiple Applicants to an Order

If you want to add another applicant, press the 'Clear Applicant' button to empty all the data in the text boxes that you have already entered and repeat the above process.

If you think you made a mistake with an applicant, or want to check it again before submitting your order, click the applicant's name in the 'Checks For' list box.

If you want to delete an application from the order, click on the applicant's name in the 'Checks For' list box and press the 'Delete Applicant' button.

For a Qualified Teacher Status Check, tick the box called 'QTS Check'

- Select the applicant's title
- Add their first name
- Add their present surname
- Enter their date of birth
- We don't need the National Insurance Number for a QTS check so this can be left blank.
- Please also provide the applicant's Teacher Reference No so that we can validate it. This is normally a 7 digit number in the format 12/34567 but the system will accept a number without the forward slash (i.e. 1234567)
- Press the 'Save Applicant' button

Which Check(s) do you require?

Childrens Barred List Check

QTS Check

Title:

First Name:

Last Name:

Date of Birth:
(dd/mm/yyyy)

National Insurance No:

Teacher Reference No.

[Press the Save button to add this person to your order.](#)

[Clear Applicant](#) [Delete Applicant](#) [Save Applicant](#)

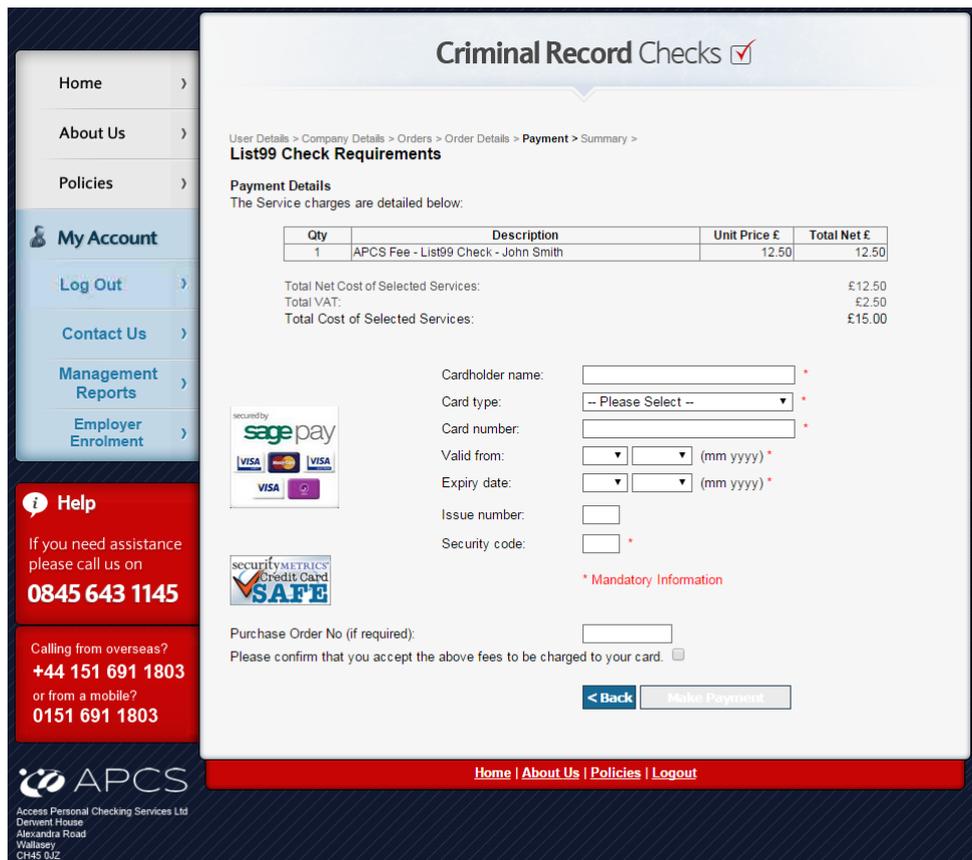
You can order a Children's Barred List check and a QTS check for the same person in the same order! It saves you entering the details twice, just tick both the 'Children's Barred List' and 'QTS' boxes.

Submitting an Order

The order number and the value of the order are displayed in the top right hand corner of the screen.

When you are happy with everything, press the 'Submit Order' button.

If you are a non-registered Customer, you will get a card payment screen like this one...



Criminal Record Checks ✓

User Details > Company Details > Orders > Order Details > Payment > Summary >

List99 Check Requirements

Payment Details
The Service charges are detailed below:

Qty	Description	Unit Price £	Total Net £
1	APCS Fee - List99 Check - John Smith	12.50	12.50

Total Net Cost of Selected Services: £12.50
Total VAT: £2.50
Total Cost of Selected Services: £15.00

Cardholder name: *

Card type: *

Card number: *

Valid from: (mm yyyy) *

Expiry date: (mm yyyy) *

Issue number:

Security code: *

* Mandatory Information

Purchase Order No (if required):

Please confirm that you accept the above fees to be charged to your card.

[< Back](#) [Make Payment](#)

APCS
Access Personal Checking Services Ltd
Derwent House
Alexandra Road
Wallasey
CH45 0JZ

Home | About Us | Policies | Logout

This gives you a breakdown of the order details, the prices and the total price.

To complete the order:

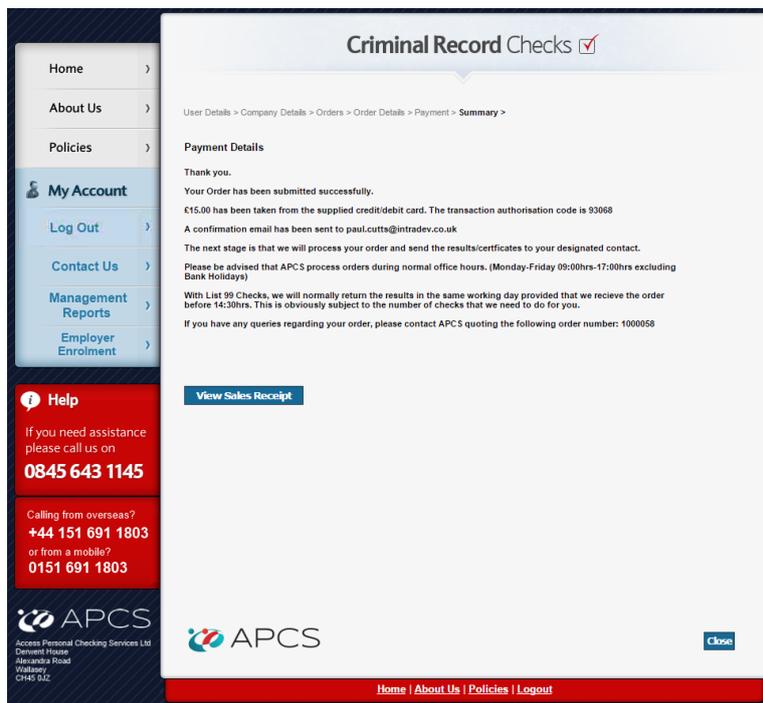
1. Fill in the card details
2. Add a PO number if your company requires one
3. And check the 'Please confirm that you accept the above fees to be charged to your card'

The 'Make Payment' button will then turn blue.

Press it to make the payment.

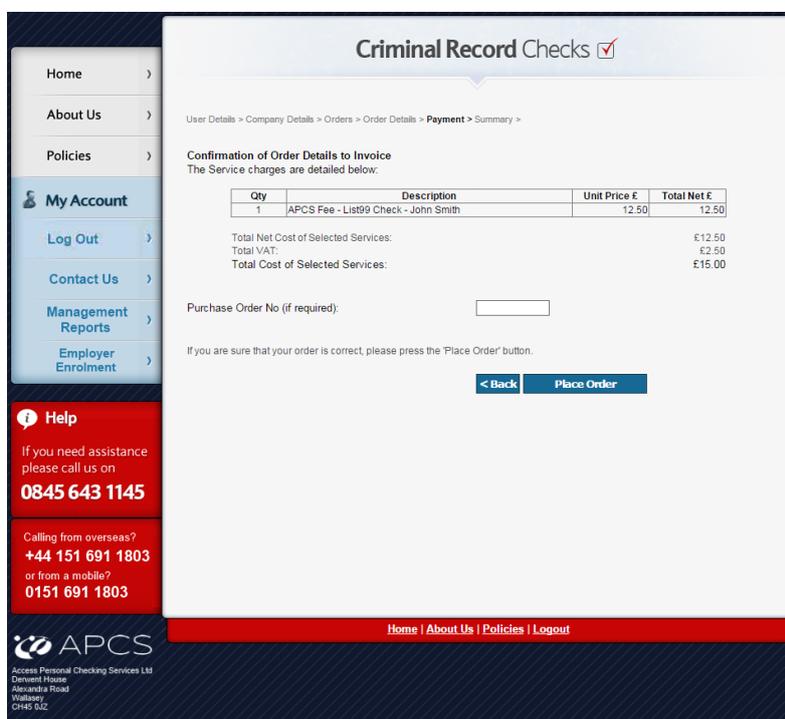
If payment is successful, you will see a confirmation page and we send you a confirmation email providing the details of your order. This email includes the link to view your sales receipt if you did not print it off at the time of the order.

The confirmation page looks like this...



If you don't want to submit any more orders, press the 'Close' button to log out.

If you are a registered Customer on invoice terms, the payment page looks like this...



Qty	Description	Unit Price £	Total Net £
1	APCS Fee - List99 Check - John Smith	12.50	12.50
Total Net Cost of Selected Services:			£12.50
Total VAT:			£2.50
Total Cost of Selected Services:			£15.00

Simply add the PO number if required and press the 'Place Order' button. You will get the same confirmation screen.

What Happens Next?

When you complete an order, it is automatically downloaded to the DBS Processing Team.

For Children's Barred List checks, depending on the size of the order, we will normally process it in the same day if it has been submitted before 2:30pm. It will be processed on the next working day if submitted after 2:30pm.

For QTS checks the process is a little more complicated, and usually takes between 1 – 3 working days to complete.

When we have completed the checks, we will send you the relevant certificates or contact you with advice if a match has been found.