

How to Apply for the Disclosure & Barring Service (DBS)

Step 1:

The first part of this process is via an online portal. You need to log in and create an account at <https://fadv.onlinedisclosures.co.uk/>. You will be asked to provide your email address, and the following organisation pin number and secret word:

ORGANISATION PINS	SECRET WORD
For MPharm Pharmacy with integrated Foundation Training programme (5-yr course) : 150697	UoNPharm
For MPharm Pharmacy (4-yr course) : 150695	UoNPharm

You will be guided through this process and will need to log a number of forms of identification; details of these are provided in the online portal. Please follow all instructions carefully and in the format instructed.

Step 2:

Once you have completed your submission on the online portal, we will need to verify your chosen identification documents. If you haven't opted to use Post Office verification, please bring your documents to a Student Services Centre near you: <https://www.nottingham.ac.uk/studentservices/contact-us/locations.aspx>

Thank you.

School of Pharmacy
University of Nottingham
University Park
Nottingham
NG7 2RD