

# How To Complete Section Y on a Standard/Enhanced DBS Application



This guide provides a straightforward process for completing Section Y on a Standard or Enhanced application, ensuring you understand the necessary steps and options based on your eligibility. It simplifies the selection of application types and workforce categories, making it easier to navigate requirements specific to roles involving children. By following these steps, you can efficiently complete this section and receive confirmation of your submission, streamlining your application process.

## 1 Click **To Action** from the Dashboard

The screenshot shows the Matrix security watchdog dashboard. The top navigation bar includes 'Dashboard', 'Applications', and 'Reports'. The user is logged in as 'Businessservices All'. The main heading is 'Applications'. Below it, there's a 'Categories' section with six cards: 'All' (352), 'Awaiting Candidate' (55), 'To Action' (184), 'With Third Party' (104), 'In Progress' (9), and 'Completed' (0). The 'To Action' card is highlighted with an orange circle. Below the categories, there's a search bar and a 'Filters' button. The footer contains copyright information and links to 'Application Consent Form', 'Rehabilitation of Offenders Guidance', 'DBS Code of Practice', and a 'Back to top' button.

| Category           | Count |
|--------------------|-------|
| All                | 352   |
| Awaiting Candidate | 55    |
| To Action          | 184   |
| With Third Party   | 104   |
| In Progress        | 9     |
| Completed          | 0     |

## 2 Click on the 'Name' or 'Our Ref' of the application you require

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Dashboard Applications Reports

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This list contains all applications that have been completed by the candidate and are awaiting action before the checks can be processed.

Search for Name or Reference Search Filters

| Date Created | Name              | Our Ref        | Organisation                                             | Status                | Checks Required |
|--------------|-------------------|----------------|----------------------------------------------------------|-----------------------|-----------------|
| 19 Aug 2025  | Melisa Longbottom | 616LONGB99EF8  | Org Ref: PhotoLtd<br>Group Ref: PhotoLtdPrintingServices | Awaiting Verification | DBS Basic       |
| 19 Aug 2025  | Kirsty Miles      | 328MILED20865  | Org Ref: PhotoLtd<br>Group Ref: PhotoLtdPrintingServices | Awaiting Verification | DBS Basic       |
| 18 Aug 2025  | Marion Medina     | 759MEDIE66FC3  | Org Ref: PhotoLtd<br>Group Ref: PhotoLtd                 | Awaiting Verification | DBS Basic       |
| 18 Aug 2025  | Monika Borges     | 911BORG33ABC6  | Org Ref: PhotoLtd<br>Group Ref: PhotoLtd                 | Awaiting Verification | DBS Basic       |
| 18 Aug 2025  | Neo Kelleher      | 614KELLC1C7E3  | Org Ref: PhotoLtd<br>Group Ref: PhotoLtd                 | Awaiting Verification | DBS Basic       |
| 18 Aug 2025  | Jude MacDonald    | 322MACD0C54BF  | Org Ref: PhotoLtd<br>Group Ref: PhotoLtd                 | Awaiting Verification | DBS Basic       |
| 18 Aug 2025  | Peyton Kelleher   | 752KELL5FD9CA  | Org Ref: PhotoLtd<br>Group Ref: PhotoLtd                 | Awaiting Verification | DBS Basic       |
| 18 Aug 2025  | Jarrett Reeves    | 623REEVEAA122  | Org Ref: PhotoLtd<br>Group Ref: PhotoLtd                 | Awaiting Verification | DBS Basic       |
| 18 Aug 2025  | Willow Wheaton    | 691WHEATCAB42B | Org Ref: PhotoLtd<br>Group Ref: PhotoLtd                 | Awaiting Verification | DBS Standard    |
| 18 Aug 2025  | Laura Segura      | 245SEGU26F8D6  | Org Ref: PhotoLtd<br>Group Ref: PhotoLtd                 | Awaiting Verification | DBS Standard    |

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## 3 You can view the 'Position Applied For' entered by the candidate within the 'Candidate Details' section

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Dashboard Applications Reports

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Summary Details Notes Documents History

### Summary

#### Candidate Details

|                        |                              |
|------------------------|------------------------------|
| Candidate Name         | Laura Segura                 |
| Date Of Birth          | 27/04/1937                   |
| Reference              | 245SEGU26F8D6                |
| Group Name             | Photo Ltd (Default)          |
| Organisation           | Photo Ltd                    |
| Organisation Reference | PhotoLtd                     |
| Position Applied For   | Safeguarding Officer schools |
| Consent Date           | 18 Aug 2025 19:38:59         |
| Application Status     | Awaiting Verification        |

#### Check Required

##### DBS Standard Check

|                |             |                    |
|----------------|-------------|--------------------|
| Check Status   | Not Started | Complete Section Y |
| Section Y      |             |                    |
| Status         | Not Started |                    |
| Identity Check |             | Complete ID Check  |

#### 4 Click **Complete Section Y** from the Summary tab

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Dashboard Applications Reports

DO Demo Organisation

Summary Details Notes Documents History

### Summary

#### Candidate Details

|                        |                              |
|------------------------|------------------------------|
| Candidate Name         | Laura Segura                 |
| Date Of Birth          | 27/04/1937                   |
| Reference              | 245SEGU26FBD6                |
| Group Name             | Photo Ltd (Default)          |
| Organisation           | Photo Ltd                    |
| Organisation Reference | PhotoLtd                     |
| Position Applied For   | Safeguarding Officer schools |
| Consent Date           | 18 Aug 2025 - 19:38:59       |
| Application Status     | <b>Awaiting Verification</b> |

#### Check Required

##### DBS Standard Check

|              |             |
|--------------|-------------|
| Check Status | Not Started |
|--------------|-------------|

##### Section Y

|        |             |
|--------|-------------|
| Status | Not Started |
|--------|-------------|

##### Identity Check

|        |  |
|--------|--|
| Status |  |
|--------|--|

**Complete Section Y**

**Complete ID Check**

#### 5 You can now select Standard or Enhanced as the 'Application Type' depending on eligibility for this application

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Dashboard Applications Reports

Summary Details Notes Documents History

### Section Y

Please complete the following information to enable the application for submission.

Please ensure you make your choices carefully and ensure the role involved is eligible for the level of DBS check being requested.

#### Application Details

|                    |                                                                                       |
|--------------------|---------------------------------------------------------------------------------------|
| Application Type * | Workforce *                                                                           |
| Select             | Select                                                                                |
| Select             | Select                                                                                |
| Standard           | Are you entitled to know whether the candidate is barred from working with children * |
| Enhanced           | Select                                                                                |
| Select             | Select                                                                                |

Working with vulnerable groups at the applicant's home address \*

Select

Is volunteer \*

Select

DBS Adult first check required \*

Select

#### Additional Information

Use this box to provide any other information relevant to the application (max 250 characters)

0/250 characters

**Cancel** **Save**

## 6 Select the relevant workforce from the 'Workforce' field

The screenshot shows the 'matrix security watchdog' application form. The left sidebar contains a 'Summary' section with links for 'Candidate Details', 'Checks Required', 'Section Y', and 'Identity Check'. The main content area is titled 'Section Y' and includes a green warning box: 'Please ensure you make your choices carefully and ensure the role involved is eligible for the level of DBS check being requested.' Below this is the 'Application Details' section with the following fields:

- Application Type: Enhanced
- Workforce: Child workforce (CHW) (highlighted with an orange circle)
- Are you entitled to know whether the candidate is barred from working with adults: Select
- Are you entitled to know whether the candidate is barred from working with children: Select
- Working with vulnerable groups at the applicant's home address: Select
- Is volunteer: Select
- DBS Adult first check required: Select

The 'Additional Information' section at the bottom has a text box for providing other relevant information (max 250 characters).

## 7 Select Yes/No for whether the candidate is working with children

This screenshot shows the same application form as above, but with the 'Are you entitled to know whether the candidate is barred from working with children' field selected as 'Yes' (highlighted with an orange circle). The 'Workforce' field remains 'Child workforce (CHW)'. The 'Additional Information' section is still empty.

## 8 Select Yes/No for whether the candidate is working with adults

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Dashboard Application

Summary Details Notes

### Summary

#### Candidate Details

Candidate Name  
Date Of Birth  
Reference  
Group Name  
Organisation  
Position Applied For  
Consent Date  
Application Status

#### Checks Required

Check Type  
Check Status

#### Section Y

Status

#### Identity Check

Status

### Section Y

Please complete the following information to enable the application for submission.

Please ensure you make your choices carefully and ensure the role involved is eligible for the level of DBS check being requested.

#### Application Details

Application Type <sup>?</sup> \*  
Enhanced

Workforce <sup>?</sup> \*  
Child workforce (CHW)

Are you entitled to know whether the candidate is barred from working with adults <sup>?</sup> \*  
No

Are you entitled to know whether the candidate is barred from working with children <sup>?</sup> \*  
Yes

Working with vulnerable groups at the applicant's home address <sup>?</sup> \*  
Select

Is volunteer <sup>?</sup> \*  
Select

DBS Adult first check required <sup>?</sup> \*  
Select

#### Additional Information

Use this box to provide any other information relevant to the application (max 250 characters)

0/250 characters

## 9 Select Yes/No for whether the candidate is working from their home address

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Dashboard Application

Summary Details Notes

### Summary

#### Candidate Details

Candidate Name  
Date Of Birth  
Reference  
Group Name  
Organisation  
Position Applied For  
Consent Date  
Application Status

#### Checks Required

Check Type  
Check Status

#### Section Y

Status

#### Identity Check

Status

### Section Y

Please complete the following information to enable the application for submission.

Please ensure you make your choices carefully and ensure the role involved is eligible for the level of DBS check being requested.

#### Application Details

Application Type <sup>?</sup> \*  
Enhanced

Workforce <sup>?</sup> \*  
Child workforce (CHW)

Are you entitled to know whether the candidate is barred from working with adults <sup>?</sup> \*  
No

Are you entitled to know whether the candidate is barred from working with children <sup>?</sup> \*  
Yes

Working with vulnerable groups at the applicant's home address <sup>?</sup> \*  
Select

Is volunteer <sup>?</sup> \*  
Select

DBS Adult first check required <sup>?</sup> \*  
Select

#### Additional Information

Use this box to provide any other information relevant to the application (max 250 characters)

0/250 characters

## 10 Select Yes/No for whether the candidate is a volunteer.

If 'Yes' is selected, guidance will be provided on-screen to clarify whether they meet the classification of a volunteer or not

The screenshot shows the 'matrix security watchdog' application form. The left sidebar contains a navigation menu with 'Summary' (selected), 'Details', and 'Notes'. The main content area is divided into three sections: 'Candidate Details', 'Checks Required', and 'Section Y'. The 'Section Y' section is the active form, titled 'Section Y' with a close button. It includes a green instruction box: 'Please ensure you make your choices carefully and ensure the role involved is eligible for the level of DBS check being requested.' The form is divided into 'Application Details' and 'Additional Information'. In 'Application Details', there are dropdowns for 'Application Type' (Enhanced), 'Workforce' (Child workforce (CHW)), and 'Is volunteer' (highlighted with an orange circle). Other dropdowns include 'Are you entitled to know whether the candidate is barred from working with adults' (No) and 'Are you entitled to know whether the candidate is barred from working with children' (Yes). The 'Is volunteer' dropdown is currently set to 'No'. Below this is a dropdown for 'Working with vulnerable groups at the applicant's home address' (No) and a 'DBS Adult first check required' dropdown (Select). The 'Additional Information' section has a text box for 'Use this box to provide any other information relevant to the application (max 250 characters)'.

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Dashboard Application

Summary Details Notes

**Summary**

**Candidate Details**

Candidate Name  
Date Of Birth  
Reference  
Group Name  
Organisation  
Position Applied For  
Consent Date  
Application Status

**Checks Required**

Check Type  
Check Status

**Section Y**

Status

**Identity Check**

**Section Y**

Please complete the following information to enable the application for submission.

Please ensure you make your choices carefully and ensure the role involved is eligible for the level of DBS check being requested.

**Application Details**

Application Type \*  
Enhanced

Workforce \*  
Child workforce (CHW)

Are you entitled to know whether the candidate is barred from working with adults \*  
No

Are you entitled to know whether the candidate is barred from working with children \*  
Yes

Working with vulnerable groups at the applicant's home address \*  
No

Is volunteer \*  
No

DBS Adult first check required \*  
Select

**Additional Information**

Use this box to provide any other information relevant to the application (max 250 characters)

0/250 characters

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If a DBS Adult First check is also required, select 'Yes' for this question.

Note however, these incur an additional charge and are only relevant in certain circumstances for specific sectors

The screenshot displays the 'matrix security watchdog' application interface. On the left, a sidebar menu includes 'Summary', 'Details', and 'Notes'. The 'Summary' tab is active, showing sections for 'Candidate Details', 'Checks Required', 'Section Y', and 'Identity Check'. The 'Section Y' section is expanded, revealing a form titled 'Section Y' with the instruction: 'Please complete the following information to enable the application for submission.' A green warning box states: 'Please ensure you make your choices carefully and ensure the role involved is eligible for the level of DBS check being requested.' The 'Application Details' section contains several dropdown menus: 'Application Type' (set to 'Enhanced'), 'Workforce' (set to 'Child workforce (CHW)'), 'Are you entitled to know whether the candidate is barred from working with adults' (set to 'No'), 'Are you entitled to know whether the candidate is barred from working with children' (set to 'Yes'), 'Working with vulnerable groups at the applicant's home address' (set to 'No'), and 'Is volunteer' (set to 'No'). The 'DBS Adult first check required' dropdown is highlighted with an orange circle and set to 'No'. The 'Additional Information' section has a text area for providing other relevant information, with a character count of '0/250 characters'.

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Dashboard Application

Summary Details Notes

**Summary**

**Candidate Details**

Candidate Name  
Date Of Birth  
Reference  
Group Name  
Organisation  
Position Applied For  
Consent Date  
Application Status

**Checks Required**

Check Type  
Check Status

**Section Y**

Status

**Identity Check**

**Section Y**

Please complete the following information to enable the application for submission.

Please ensure you make your choices carefully and ensure the role involved is eligible for the level of DBS check being requested.

**Application Details**

Application Type <sup>ⓘ \*</sup> Workforce <sup>ⓘ \*</sup>

Enhanced Child workforce (CHW)

Are you entitled to know whether the candidate is barred from working with adults <sup>ⓘ \*</sup> Are you entitled to know whether the candidate is barred from working with children <sup>ⓘ \*</sup>

No Yes

Working with vulnerable groups at the applicant's home address <sup>ⓘ \*</sup> Is volunteer <sup>ⓘ \*</sup>

No No

DBS Adult first check required <sup>ⓘ \*</sup>

No

**Additional Information**

Use this box to provide any other information relevant to the application (max 250 characters)

0/250 characters

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Any additional information you would like to provide to support the level of check required can be entered in the 'Additional Information' section

The screenshot shows the 'matrix security watchdog' application form. The left sidebar contains sections: Summary, Candidate Details, Checks Required, Section Y, and Identity Check. The main form area is titled 'Section Y' and includes a green warning box: 'Please ensure you make your choices carefully and ensure the role involved is eligible for the level of DBS check being requested.' Below this is the 'Application Details' section with dropdowns for Application Type (Enhanced), Workforce (Child workforce (CHW)), and various eligibility questions. The 'Additional Information' section at the bottom has a text box with a character count of 0/250, which is highlighted with an orange circle.

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Click **Save**

This screenshot shows the same application form as the previous one, but with the 'Additional Information' text box filled with 'Drama Teacher teaching under 18'. The character count is now 31/250. At the bottom right, the 'Save' button is highlighted with an orange circle, while the 'Cancel' button is to its left.

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A thankyou message will be displayed on-screen confirming this section is complete



Thank you - Section Y is complete

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Check Required

DBS Standard Check

Check Status

Section Y

Application Type

Workforce

With Adults

With Children

Working At Home Address

Volunteer

DBS Adult First

Additional Info

Status

Date Completed

Identity Check

Status

Not Started

Enhanced

Child workforce (CHW)

No

Yes

No

No

No

Not provided

Completed

29 Jun 2026

Not Started

Edit

Complete ID Check

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Application Consent Form Rehabilitation of Offenders Guidance DBS Code of Practice

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