

If you are an individual e.g. self employed, you would need to attend our office to complete a DBS Application Form and provide the necessary ID documentation and fee. Please contact us to arrange an appointment.

If you are applying on behalf of an organisation we are required by the DBS to ensure the following documents are in place before we can release Disclosure information to your organisation: -

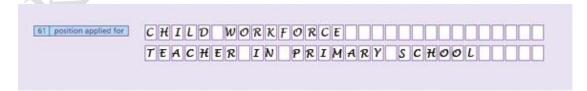
- a) An Agreement between KCTA Disclosure Service Ltd and your Organisation confirming that the organisation has relevant procedures in place. Two copies must be signed by the nominated ID Checker **and** also on behalf of the organisation, and returned to us.
- b) The Organisation must have a Policy Statement on the Secure Storage, Handling, Use, Retention and Disposal of DBS Certificates and Certificate information. (A suitable document for this purpose is enclosed).
- c) The Organisation must have a Policy Statement on the recruitment of ex-offenders. (A suitable document for this purpose is enclosed).
- d) The Organisation must comply with the DBS Code of Practice available at: www.gov.uk/government/publications/dbs-code-of-practice

DBS Check	Price
Standard	£39
Enhanced	£57
Volunteer (unpaid)	£13
DBS Adult First (in addition to enhanced check)	£8

Payment to be made at the time of returning completed DBS Application Forms to us. We will counter sign the forms and forward them on to the DBS.

Please also note that there have been changes to the DBS as of the 17th June 2013. You will need to complete the field '61' on the back of the form regarding the 'position applied for'. You will have to include one of the following phrases in the description.

- 'Child Workforce' for a position that involves volunteering/working with children
- 'Adult Workforce' for a position that involves volunteering/working with adults
- 'Child and Adult Workforce' for any position that involves volunteering/working with children and adults
- 'Other Workforce' for any position that does not involve working/volunteering with children or adults e.g. security guard.



The other important change is that <u>DBS certificates will now be sent to the applicant only</u>. We as an Umbrella Body will no longer receive a copy of the certificate and therefore you will need to contact the applicant directly to see it.



DBS have also introduce the Update Service which allows employees to register for the service and for the cost of £13 annually have their DBS check updated without resubmitting. For more information please check https://www.gov.uk/dbs-update-service.

We very much look forward to working with you.

