Conditions of Basic DBS check application

Candidate's ID Documents

As part of the basic DBS check process the employer is required to check the candidate's ID documents. (The ID verifier cannot be a relative or someone in your household, even if they are your employer. It will need to be someone else from the organisation or the contractor of the services which requires the DBS check to be done).

Verification

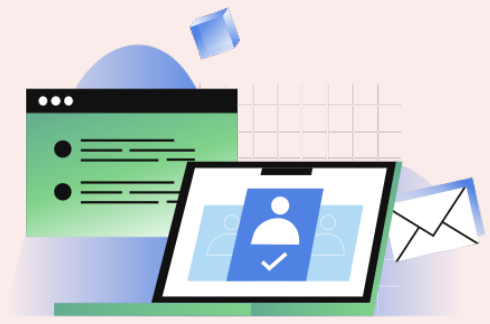
We will contact the the employer to verify the candidate's ID documents.

No response

If we are unable to get hold of the employer or the employer does not get back to us within one week we will cancel the application and charge a £12 admin fee.

ID Verification

We will send the candidate a secure login to enter all their personal details and the employer/ID verifier login details to verify the candidate's ID.



Apply correctly

Please ensure you are applying for the correct level of check, cancelled applications due to incorrect level of check will incur an administration charge of £12.

Basic checks

The Basic Disclosure, provided by the Disclosure and Barring Service, is often referred to as a basic DBS check or a basic CRB check. A basic disclosure check only contains details of unspent convictions and is available to everyone, regardless of occupation.

United Kingdom residents

The basic DBS check service is only available to residents of the United Kingdom. In addition, this form can only be used for basic disclosure checks within England and Wales.

Criminal record check

Please ensure you are applying for the correct criminal records checks as once submitted we are unable to make alterations. Cancelled basic disclosure applications once set up incur a handling fee of £17.40. If you are not sure which type of disclosure certificate you require, please get in touch for advice.

Other checks cancellation and refund information

DBS Compliant ID and Right to work check (for UK & Irish passports only), Credit Report and Anti-money laundering (AML) check.

If the candidate does not complete the check(s) within 14 days, or the candidate email address you provided bounces – we will automatically refund you minus £5 admin fee and let you know by email.