standard check

Conditions of Standard DBS check application

Please ensure you are applying for the correct level of check. Guidelines can be found here https://www.gov.uk/government/collections/dbs-eligibility-guidance

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.

Cancelled application

All cancelled applications are subject to a £12 administration cost*.

Text characters

Please note that these forms require the correct use of upper and lower case characters. This check is only available for certain occupations and for entry into specified professions as specified in the Exceptions Order to the Rehabilitation of Offenders Act (ROA) 1974. Standard Disclosures show current and spent convictions, cautions, reprimands and warnings held on the Police National Computer.

United Kingdom residents

This service is only available to those resident within the United Kingdom.

Alterations

Once a check has been submitted we are unable to make alterations. *Checks cancelled after submission are subject to a £24 application fee.

Submission

If you wish you can select 'Save' at the end of each section and return to it later. If so you will be prompted for your email address. You will be sent a link that allows you to continue at a later time. Throughout the process your details are securely stored and until you press submit can not be accessed without that link by anyone pending your return.

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.