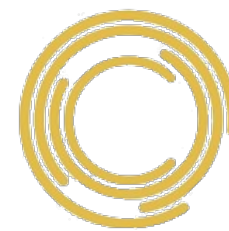


# DBS GUIDANCE NOTES

Provided for users of the  
Vibrant Nation Background  
Screening Service



# CBS

THE SCREENING HOUSE

# VIBRANT NATION

# Welcome to CBS

**The following document is designed to help our customers better manage their processes relating to DBS Checks and the Updating Service**

We aim to walk you through the process for submitting DBS applications and help you understand the management tools we make available - providing you with a central solution to manage all aspects of the criminal disclosure process.



Home Office



Ministry  
of Justice



Disclosure &  
Barring Service

## Email log-in details

We have received all required documents and are pleased to provide you with your username and password allowing you to log in our system and begin the CRB Process.

Please follow the link below ensuring the username and password are copied and pasted in to the fields provided.

**Username:** yourcompany

**Password:** apyq13jha2

Your company name is: YOURCOMPANYLTD

To access the system please use the following link:

<https://secure.mapitandgo.co.uk/sites/cbs2000/index.html>

The address details we have on file for you are:

15 The Street, London, EC1 2BD

Tel No: 01234 456789

Email: [enquiries@cbscreening.co.uk](mailto:enquiries@cbscreening.co.uk)

Should you be unable to log into the system please retry the log in details by copying and pasting the information provided above.

For further assistance please contact our offices on 01443 799900.

Regards, CBS

**Following receipt of the required document for registration, you will receive an email providing your log-in details:**

**By following the link provided in the email shown here, you will be directed to your log-in page.**

**Administration Login**

Username

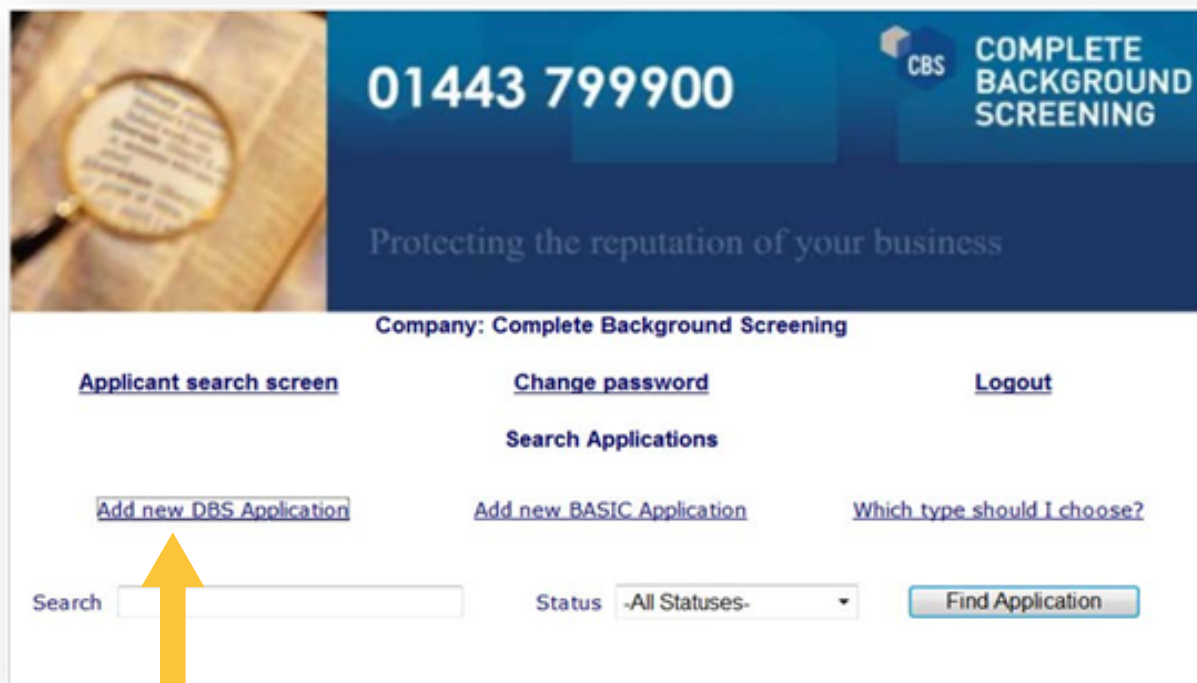
Password



## Enter log-in details

**Please ensure you copy and paste the username and password provided.**

## Disclosure Search Screen



01443 799900

**COMPLETE BACKGROUND SCREENING**

Protecting the reputation of your business

Company: Complete Background Screening

[Applicant search screen](#)   [Change password](#)   [Logout](#)

**Search Applications**

[Add new DBS Application](#)   [Add new BASIC Application](#)   [Which type should I choose?](#)

Search    Status   

To create a new criminal check, select 'Add new DBS Applicant.'  
A new window will appear.

You will then enter the Disclosure Database/Applicant Search Screen – this page allows you to create, submit and monitor all applications.

Please ensure you change your password using the option above to something more memorable. For security reasons, your original password, is for initial use only.

## Create New DBS Application

Please complete the required fields below in order to create a criminal application.

(Please note, Standard or Enhanced Disclosures should only be requested in accordance with legislation and your contractual agreement with CBS. If undertaking the Enhanced level disclosure, you can only tick the lists below for access to the Children or Adult barred list if the individual undertakes a Regulated Activity).

SPORTS COACH

The DBS and local police forces must clearly understand the role of the applicant and the vulnerable individuals they will be working with. Therefore, please state the type of 'Workforce' the applicant will be involved with.

Workforce

- ☒ Child Workforce
- ☐ Adult Workforce
- ☐ Child and Adult Workforce
- ☐ Other Workforce

Position applied for CHILD WORKFORCE - SPORTS COACH

Organisation name WSA

Please state the level of disclosure required for this individual.

☐ Standard ☒ Enhanced

☒ Applicant is a Volunteer

[Who qualifies as a volunteer?](#)

☒ Are you **entitled** to know whether the applicant is registered on the DBS Children Barred List?

☐ Are you **entitled** to know whether the applicant is registered on the DBS Adult Barred List?

Please select the level of checks required to access the DBS Updating Service

- ☐ Register applicant to Updating Service only
- ☒ Registration is not required

Applicant's surname

Applicant's forename

Create unique username

Password

Click to create password

Applicant's email address (if applicable)

Cost Code

Create application



## How to create an Application

This page **MUST** be completed in order to generate an application.

This page must be completed in line with legislation as you are unable to request information on an individual's criminal history unless you are legally entitled to do so.

You should only select access to the Barred Lists if the applicant meets the criteria defined as regulated activity.

All individuals requiring a DBS check are encouraged to be registered on the DBS Update Service. Once registered, an employer can continually check the status of a person's criminal check and also allow the criminal certificate to be used for other roles in employment or volunteering.

Once an application has been created, return to the 'Applicant Search Screen' and locate the required application.

There are two stages to every application.

Stage 1 – complete the application form

Stage 2 – complete ID validation

Stage 1 can be completed by the applicant or employer. Stage 2 can only be completed by the employer/ appointed person

Stage 1: If you would like to complete the application on behalf of the applicant please click the application form pencil.

Stage 2:

Once the application form has been completed, a date will appear under 'Applicant submitted'. You are then able to complete the final stage of the process and validate ID. Please click on the ID pencil in order to do this.

[Applicant search screen](#) [Change password](#) [Logout](#)

**Search Applications**

[Add new DBS Application](#) [Add new BASIC Application](#) [Which type should I choose?](#)

Search  Status

1 to 4 of 4

AppNo	First Name	Surname	Status	Check	Applicant Submitted	Application Form	Id's	Comments	List 99	Adult First	Updating Service	Applicant Payment
64584	RACHEL	TAYLOR	NEWAPPL	DBS	04-03-2014						INACTIVE	
82084	RACHEL	TAYLOR	NEWAPPL	DBS	26-02-2014						INACTIVE	
72854	RACHEL	TAYLOR	NEWAPPL	DBS	05-12-2013						INACTIVE	
72071	RACHEL	TAYLOR	NEWAPPL	DBS	28-11-2013						INACTIVE	



**Welcome**

1. Title ☒ Mr ☐ Mrs ☐ Miss ☐ Ms Other  -Select-

2. Surname TESTER

3. Forename JOE

a. Middle name 1 BOB

b. Middle name 2

c. Middle name 3

4. Current Address 1 THE STREET

6. Town / City LONDON

7. County

8. Postcode SW1 1AB 9. At current address since 01 2010

Country United Kingdom

Telephone No. 01234 567890

10. Date of birth 29 11 1960

11. ☒ Male ☐ Female

12. NI number JB124578D Language Preference English

[Save to return later](#) [Next screen ->](#)

**Details for which Application is being requested**

13. Position applied for (e.g. Teacher) Teacher

In order for the DBS and local police forces to clearly understand the role of the applicant and the individuals they will be working with, it is now mandatory to state the 'workforce' in the application. This allows the police to determine the relevance of disclosing information which may be needed to be considered when assessing a person's suitability for a job. This change took effect in June 2013.

Please select the workforce according to the type of people the applicant will be working with. If working within such industries as Security, please select 'Other'.

For example CHILD WORKFORCE - TEACHER is a valid entry

☐ Child Workforce  
☐ Adult Workforce  
☐ Child and Adult Workforce  
☐ Other Workforce

14. Organisation name

[<- Previous screen](#) [Save to return later](#) [Next screen ->](#)

**Additional personal details**

20. Surname at birth (if different)

21. Used until yyyy (year)

22. Any other surname used

23. Used from yyyy (year) 24. Used to yyyy (year)

Have you had other surnames? ☐ Yes ☒ No [Click to enter more surnames](#)

25. Any other forename(s) used

26. Used from yyyy (year) 27. Used to yyyy (year)

Have you had other forenames? ☐ Yes ☒ No [Click to enter more forenames](#)

Place of Birth  
Please enter town / city names and county / district names in full as recorded on your Birth Certificate

28. Town / City LONDON

29. County / District LONDON

30. Born in the UK ☒ Yes ☐ No

31. If no, please select country -Select-

32. Nationality BRITISH

[<- Previous screen](#) [Save to return later](#) [Next screen ->](#)

**Company: Complete Background Screening**

**Previous addresses**

**NB. As you have not been at your current address for more than 5 years this section is mandatory**

Provide your previous address history if you have not lived at your current address for more than five years. Do not include your current address as this has been entered into an earlier part of the form.

36. Address 2 THE ROAD

38. Town / City LONDON

39. County

40. Postcode SW1 2KZ

41. Country United Kingdom

Period at previous address since

42. From date month (mm) 01 43. From date year (yyyy) 2000

44. To date month (mm) 01 45. To date year (yyyy) 2010

Are there more addresses in the last 5 years? ☒ Yes ☐ No [Click to enter more addresses](#)

[<- Previous screen](#) [Save to return later](#) [Next screen ->](#)

**Additional personal details**

66. Have you ever been convicted of a criminal offence or received a caution, reprimand or warning? ☐ Yes ☒ No

**68. Declaration by Applicant**

I confirm that the information I have provided in support of this application is complete and true and understand that knowingly to make a false statement for this purpose is a criminal offence. Confirm ☒

**69. Consent of Applicant**

I consent to the CBS checking the details I have provided in support of this application against the data sources specified in the notes for guidance, in order to verify my identity and process this application. These details may be recorded and used to assist other organisations for identity verification purposes. Confirm ☒

[<- Previous screen](#) [Save to return later](#) [Next screen ->](#)



## The Application Form

The system is programmed to check that all required information is entered correctly.

Should the system detect an error or require further information an error message will appear advising you of the area requiring further attention.



Summary  
page 1

Summary  
page 2

**Summary Screen**

1. Title	MR
2. Surname	TESTER
3. Forename(s)	JOE
4. Middle name 1	BOB
5. Middle name 2	
6. Middle name 3	
7. Current Address	1 THE STREET
8. Town / City	LONDON
9. Country	UNITED KINGDOM
10. Postcode	SW1 1AB
11. Telephone No.	01234 567890
12. At current address since	01-2010
13. Date of birth	29-11-1990
14. Gender	M
15. NI number	JB124578D

---

16. Position applied for  
17. Organisation name

CHILD WORKFORCE - TEACHER  
YOUR COMPANY

---

18. Surname at birth (if different)  
19. Used until

Previous Surnames  
Previous Forenames

---

Place of Birth  
Please enter town / city names and county / district names in full as recorded on your Birth Certificate

20. Town / City	LONDON
21. County / District	LONDON
22. Born in the UK	Y
23. If no, please select country	GB
24. Nationality	BRITISH

---

Provide your most recent addresses where you have lived the last 5 years

25. Address	2 THE ROAD
26. Town / City	LONDON
27. Country	UNITED KINGDOM
28. Postcode	SW1 2XZ
29. Country	GB

---

Period at previous address since

30. From date month (mm)	01
31. From date year (yyyy)	2000
32. To date month (mm)	01
33. To date year (yyyy)	2010

**66. Declaration by Applicant**

I confirm that the information I have provided in support of this application is complete and true and understand that knowingly to make a false statement for this purpose is a criminal offence.

Confirm Yes

---

**69. Consent of Applicant**

I consent to the DBS checking the details I have provided in support of this application against the data sources specified in the notes for guidance, in order to verify my identity and process this application. These details may be recorded and used to assist other organisations for identity verification purposes.

Confirm Yes

---

**This section to be completed by Evidence Checker**

Passport number  
Date of birth  
Nationality  
Issue date

Driving licence  
Date of birth  
Licence type  
Licence valid from  
Country of issue

Birth certificate date of birth  
Issue date  
Country of issue

Marriage certificate issue date  
P45 or P60 NI Number

Current address details checked against documentation  
Evidence seen and checked  
By name

---

The position involves working with children - Yes  
The position involves regular contact with adults - No

**Please state the level of disclosure required for this individual.**

Standard - No  
Volunteer - Yes  
Enhanced - Yes

Applicant's surname TESTER  
Applicant's forenames JOE  
Unique username joetester12345  
Password \*\*\*\*\*

Applicant's email address (if applicable) joetester@yourcompany.co.uk  
Internal Reference (if applicable)

< Previous screen Submit form

Stage 1 of the process is now complete

In order to submit the application to the DBS identity documents must also be entered into the system by the organisation you will be working with

Please close this window

OK

Once all information is entered, click SUBMIT FORM. You will then view the following message



Once an application has been created, return to the 'Applicant Search Screen' and locate the required application.

There are two stages to every application.

Stage 1 - complete the application form

Stage 2 - complete ID validation

Stage 1 can be completed by the applicant or employer. Stage 2 can only be completed by the employer/ appointed person

## Stage 2

[Applicant search screen](#) [Change password](#) [Logout](#)

**Search Applications**

[Add new DBS Application](#) [Add new BASIC Application](#) [Which type should I choose?](#)

Search  Status

1 to 4 of 4

AppNo	First Name	Surname	Status	Check	Applicant Submitted	Application Form	Id's	Comments	List 99	Adult First	Updating Service	Applicant Payment
64584	RACHEL	TAYLOR	NEWAPPL	DBS	04-03-2014						<a href="#">INACTIVE</a>	
82084	RACHEL	TAYLOR	NEWAPPL	DBS	26-02-2014						<a href="#">INACTIVE</a>	
72854	RACHEL	TAYLOR	NEWAPPL	DBS	05-12-2013						<a href="#">INACTIVE</a>	
72071	RACHEL	TAYLOR	NEWAPPL	DBS	28-11-2013						<a href="#">INACTIVE</a>	

Select the ID pencil in order to complete the final stage and submit the application to the DBS for processing. A new page will appear requesting further information.

ID Validation

**Evidence of identity seen by the employer / volunteering organisation / Registered Body**

In order to comply with the DBS ID validation process you must ensure sufficient identity documents have been checked. For more information about this process, please visit <https://www.gov.uk/government/publications/dbs-identity-checking-guidelines>

☒ **ROUTE 1** (please tick here to select Route 1 validation)

Passport number  Date of birth dd mm yyyy

Nationality  Issue date dd mm yyyy

Country of issue ☐ UK

Other -Select-

Driving licence  Date of birth dd mm yyyy

Licence type -Select- Licence valid from dd mm yyyy

Country of issue ☐ UK

Other -Select-

Birth certificate date of birth dd mm yyyy

Country of issue ☐ UK

Other -Select-

Marriage certificate issue date dd mm yyyy

P45 or P60 NI Number

By ticking the boxes below you are stating that you have seen sufficient documents in line with DBS requirements

Current address details checked against documentation ☐ Yes

Evidence seen and checked ☒ Yes By name

☒ **ROUTE 2** (please tick here to select Route 2 validation)

If you are unable to validate identity via Route 1, you are required by the DBS to undertake an External ID Validation check. In order to request this please click [here](#)

Route 2 validation PASSED ☐ Yes Name of ID checker

☐ **ROUTE 3** (please tick here to select Route 3 validation)

If you are unable to validate identity via Route 1 and the application failed a Route 2 External ID check you are able to complete Route 3, please click [here](#)

ID validated via Route 3 ☐ Yes Name of ID checker

## ID Validation

A common error with ID validation is the driving licence. For example a driving licence details a person's surname, gender, date of birth, initials, etc. In order to check the licence number is correct it will check it against the information entered into the earlier part of the application. Therefore, it is strongly recommended that you check the first and middle names are entered into the correct section to ensure the driving licence number matches the information provided.

**Not all fields are required for completion.**

**However, you must ensure the individual is who they say they are, and follow the Home Office guidance notes provided in your original registration pack. If the system requires further information or detects an error you will be alerted to this.**

## ID Validation Page – Final Check before Submission

At the bottom of the ID page you are required to confirm the level of criminal check required as well as provide further information regarding the role.

The screenshot shows a web form for ID validation. It includes two checkboxes for DBS barred lists, a question about working with children or adults at home, and a section for stating the level of disclosure required. Below this are input fields for the applicant's surname, forenames, unique username, password, email address, and internal reference. At the bottom are buttons for 'Save to return later' and 'Submit application'.

☒ Are you **entitled** to know whether the applicant is registered on the DBS Children Barred List?  
☐ Are you **entitled** to know whether the applicant is registered on the DBS Adult Barred List?

Does the position involve working with children or adults at the applicant's home address?  
(please note, marking 'yes' will instruct the DBS to also check individuals who live at this applicant's home address and is likely to delay the process).

☐ Yes ☒ No

**Please state the level of disclosure required for this individual.**

☐ Standard ☒ Enhanced

☒ Applicant is a Volunteer

Applicant's surname:   
Applicant's forenames:   
Create unique username:   
Password:    
Applicant's email address (if applicable):   
Internal Reference (if applicable):

Once satisfied you are requesting the correct information, please **SUBMIT APPLICATION**. The status of the application will change to 'Customer Submitted' on the main screen and you will see the following message:

**Form Submitted**

The application form has been successfully completed and will be processed by the DBS. Please view the comments box on the Applicant Search Screen in order to track the progress of any applications

Please close this window



## ID Validation Page

### Final Check before Submission

At the bottom of the ID page you are required to confirm the level of criminal check required as well as provide further information regarding the role:

Search  Status

1 to 2 of 2

AppNo	First Name	Surname	Status	Check	Applicant Submitted	Application Form	Id's	List 99	Adult First	Updating Service	Applicant Payment	Audit Trail
104060	JOE	BLOGGS	NEWAPPL	DBS	03-09-2014					INACTIVE		
53806	JULIE	BLOGGS	NEWAPPL	DBS	13-06-2013					ARCHIVED		



## Additional Options

### List 99 Check

The Department for School Children and Families (formerly DfES) List 99 database, contains details of people whose employment has been barred or restricted by the Secretary of State for Education and Skills under the terms of the Education (Restriction of Employment) Regulations 2000, and previous regulations. It also contains details of people who have been barred from teaching in Northern Ireland and removed from the Register of Teachers by the General Teaching Council for Scotland. People in these categories are not barred from employment in England and Wales. The database also includes people who are shown on the Department of Health Protection of Children Act (1999) List (POCALIS). Anyone who appears on POCALIS will also have been barred by the Secretary Of State for Education and Skills, and therefore will be included in the search. Local authorities, schools, and further education institutions must check the List before confirming a person's appointment in order to ensure that they do not appoint someone whose employment by them is prohibited. List 99 is a sensitive and confidential document and access to it is strictly limited to individuals responsible for checking the suitability of applicants. It should be emphasised that not all those on the list are perceived to be a danger to children.

I confirm the cost of this clearance will be applied to your account and will be returned within less than 24 hours. Once completed, you will receive an email detailing the outcome. Additionally, this information will be documented in the comments section of the disclosure database.

### Adult First Check

The Care Standards Act established a provision for the Department of Health to provide and maintain a list of people who it bans from working with vulnerable adults. Those employing people to posts that involve working with vulnerable adults may be able to request a check of the Vulnerable Adults' Barred list.

The Adult First check is a service exclusive to the health sector. Requests for such checks carry a strict criteria and are permissible only where it is necessary to take such action because of a real danger that staffing levels will fall below statutory obligations.

Once completed, you will receive an email detailing the following

- OPTION 1: 'Employer must wait for the CRB certificate'
- OPTION 2: 'No match exists for this person on the current Vulnerable Adults Barred list'

If the reply is Option 1, the details provided may have revealed either a potential or exact match to those of a person held on the Vulnerable Adults Barred list. Therefore you must wait for a CRB Certificate as the search of the Vulnerable Adults Barred list is inconclusive and further investigations are required to determine whether the person is or is not on the list.

ISA Adult First checks are available in only very exceptional circumstances. For England, these are described in Department of Health (DH) guidance as, where a care worker may be allowed to start work in a care home, for a domiciliary care agency, or as an adult placement carer before a CRB check has been issued. In Wales, the provision only extends to care homes and nurses agency workers.

The Care Quality Commission and the Care Standards Inspectorate for Wales, will monitor applications for ISA Adult First checks to ensure compliance with this criteria.

I confirm the cost of this clearance is £10 (excl VAT) and will be applied to your account. Once completed, you will receive an email detailing the outcome. Additionally, this information will be documented in the comments section of your disclosure database.

CBS aim to issue 98% of Adult First results within 24 hours and 100% within 48 hours (weekends and bank holidays are excluded).

COMMENTS This box will retain a running audit trail of the events of every application submitted. Once the disclosure is completed this box will hold the disclosure information, reference number, status, etc.

### List 99 checks & DBS Adult First Checks.

Some organisations require access to these checks in advance of receiving the completed criminal disclosure. In order to access this service, please select the appropriate pencil.



*Subject Line: DBS Result Received*

*Dear <Contact Name>*

*Please be advised the following disclosure is now completed.*

*Name: <Name of Applicant>*

*Certificate Number: <00112233445566>*

*Certificate Issue Date: <01/01/2015>*

*Status: Complete.*

*In order to view the full disclosure information, please log into your disclosure database, search for the application and click 'Audit Trail & Results'*

*If you require any assistance please contact <your contact details>*

*Kind Regards*

*(Your name)*

*Subject Line: DBS Result Received*

*Dear <Contact Name>*

*Please be advised the following disclosure is now completed.*

*Name: <Name of Applicant>*

*Certificate Number: <00112233445566>*

*Certificate Issue Date: <01/01/2015>*

*Status: Please wait to view applicant certificate.*

*In order to view the full disclosure information, please log into your disclosure database, search for the application and click 'Audit Trail & Results'*

*If you require any assistance please contact <your contact details>*

*Kind Regards*

*(Your name)*

The applicant will receive a copy of their criminal certificate. The DBS will send it to their home address up to ten days after you receive one of the above emails.

You (the employer) may wish to consider adding this person to the Updating Service in order to receive updates of any change to the applicant's criminal information.



## Disclosure Completed

On completion of the disclosure process, the system will automate an email to the employer advising the status of an application. This will include, the disclosure number, date of issue and whether any criminal information is held on the applicant.

You will receive one of the emails shown on the left.

Applicant search screen

Change password

Logout

Search Applications

Add new DBS Application   Add new BASIC Application   Which type should I choose?

Search:    Status:   

1 to 2 of 2

AppNo	First Name	Surname	Status	Check	Applicant Submitted	Application Form	U's 99	Adult First	Updating Service	Applicant Payment	Audit Trail & Results
104060	JOE	BLOGGS	NEWAPPL DBS	03-09-2014	/	/	/	/	INACTIVE	/	/
53806	JULIE	BLOGGS	NEWAPPL DBS	13-06-2013	/	/	/	/	ARCHIVED	/	/

Click Audit Trail & Results

You are then able to view a summary page of the disclosure results in a printer friendly format

### Disclosure Results

Applicant Information	
Surname	BLOGGS
Forename	JULIE
Middle name	
Date of Birth	30-12-1957
Organisation Name	REACH
Processed by	RB
Disclosure Information	
Position applied for	ADULT AND CHILD WORKFORCE - TAXI DRIVER
DBS Reference Number	
Disclosure Number	
Level of Disclosure	Enhanced
DBS Children Barred List	Pending...
Section 142 of the Education Act 2002	Pending...
DBS Adult Barred List	Pending...
Date of issue	
Status	Pending...
Disclosure completed by Complete Background Screening Ltd Registered Umbrella Body to the Disclosure and Barring Service Registered Office: CBS House, 40 Robert Street, RCT, CF37 3DY Tel: 01443 799900	

[Close window](#)

## DBS Results



## If a person has a criminal history the following five steps will take place:

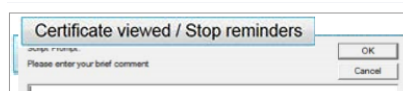
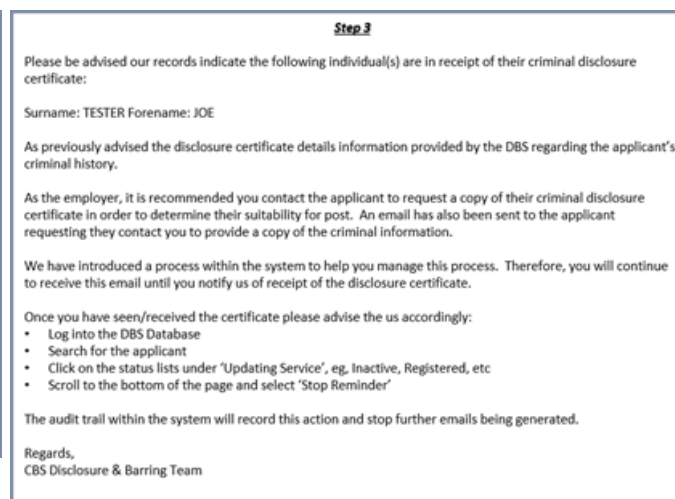
- Employer receives an email notifying them criminal information is held (as displayed on previous page)
- Applicant receives an email advising them to provide certificate to employer urgently (see below)
- Employer will continue to receive alerts to view criminal certificate
- On receipt of criminal certificate employer notifies the system and also adds a comment (if required)
- The audit trail is updated and process completed



## Criminal Information

**We can help you manage this.**

**We appreciate that as the applicant only receives a hard copy of the criminal certificate it is difficult for employers to manage this and ensure sight of the criminal information while also retaining an audit trail of the events – We will help you manage this entire process!**



Comment	Date
DBS Updating Service, selected: M	10-07-2013 10:54:03
DBS Updating Service, selected: W	11-07-2013 11:43:58
Administrator/Employer has viewed certificate, email reminders deactivated.	24-07-2013 14:20:39
Disclosure certificate seen. Minor criminal history displayed. Applicant deemed suitable for role.	24-07-2013 14:20:41

Once an individual is registered on the scheme they would potentially never need another criminal check, their employer would never need to undertake the application process again.

If you would like to register to this service please do so via the **Main Screen (Applicant Search Screen)**

Search  Status

1 to 2 of 2

AppNo	First Name	Surname	Status	Check	Applicant Submitted	Application Form	Id's	List 99	Adult First	Updating Service	Applicant Payment	Audit Trail & Results
104060	JOE	BLOGGS	NEWAPPL	DBS	03-09-2014					<a href="#">INACTIVE</a>		
53806	JULIE	BLOGGS	NEWAPPL	DBS	13-06-2013					<a href="#">ARCHIVED</a>		

The Updating Service Process provides you with the ability to register applicants, upgrade your updating requirements, track updates and view a full audit trail from the point of registration.



## The Update Service

Many organisations enhance their safeguarding procedures by registering individuals on the Updating Service.

This service provides employers with the ability to continually access an individual's criminal disclosure to ensure there has been no information added, therefore, ensuring the continued suitability of the candidate.

## The Update Service

This page allows you to:

- Request registration to the Updating Service
- Upgrade your rechecking requirements
- Track all status checks View the audit trail

### DBS Updating Service

The Disclosure and Barring Service (The DBS) is able to register an individual on to a scheme which allows CBS to continually check their criminal record to ensure no change has been made to an applicant's disclosure certificate. In addition, you may not need to undertake any future criminal checks for this applicant. This service is designed to increase safeguarding and reduce administration and cost.

When creating an application for a DBS check, you have the option to request CBS apply onto this service.

Alternatively, you will have an option to request this when the disclosure is complete. You may require this service from CBS or ask the applicant to undertake the process themselves.

**If registration is not made within 10 days, following completion of the disclosure, the applicant cannot be placed on the updating register.**

Updating Service	DBS Annual Fee*	CBS Annual Admin Fee (exc VAT)	Notes
Register applicant to Updating Service only	£13	£3	CBS will administer the registration process on your behalf allowing you to manually check the online register at your discretion.
Register applicant and undertake checking every quarter	£13	£5	CBS will administer the registration process and check the applicant's criminal record on a <u>quarterly</u> basis. You will receive a full audit trail detailing every search and written notification if the applicant has received a change on their criminal record.
Register applicant and undertake checking every month	£13	£6 (25p per month)	CBS will administer the registration process and check the applicant's criminal record on a <u>monthly</u> basis. You will receive a full audit trail detailing every search and written notification if the applicant has received a change on their criminal record.
Register applicant and undertake checking every week	£13	£10 (11p per week)	CBS will administer the registration process and check the applicant's criminal record on a <u>weekly</u> basis. You will receive a full audit trail detailing every search and written notification if the applicant has received a change on their criminal record.

\*No DBS registration fee applies to volunteers, only the administration cost  
\*\*You will also have an option to upgrade your requirements following an initial request  
\*\*\*Following registration you will receive an invoice for the above costs

For more information please visit [www.gov.uk/db](http://www.gov.uk/db)

[Click here to view Updating Service audit trail](#)

Upgrade Options (currently None selected)

- ☐ Register applicant to Updating Service only
- ☐ Register applicant and undertake checking every quarter
- ☐ Register applicant and undertake checking every month
- ☐ Register applicant and undertake checking every week

[Upgrade](#)

"For many years the major flaw in CRB checks has been that they were only accurate on the day of issue. We now have a solution to combat this and increase the protection of the most vulnerable in our society. This service allows employers the peace of mind to continually check the suitability of their staff or volunteers."

## The Update Service

[Click here to hide Updating Service audit trail](#)

Comment	Date
DBS Updating Service, selected: R	19-06-2013 20:14:52
DBS Updating Service, selected: W	19-06-2013 20:24:05
This DBS Certificate is no longer current. Please apply for a new DBS check to get the most up to date information	10-07-2013 06:55:59

The **audit trail** will capture **EVERY** event of the **Updating Service**:

- Date of registration request
- Date of registration
- Every status check and result Any CHANGE to disclosure information (see overleaf )
- Comments added by the employer/administrator

**CBS will manage your checking process, carrying out checks on weekly, monthly or quarterly intervals as requested. We ensure that every status check is recorded within the audit trail for your viewing at any time.**

Applicant search screen    Change password    Disclosure database    Logout

**Search Applications**

Add new DBS Application    Add new BASIC Application    Which type should I choose?

Search     Status: -All Statuses-    Find Application

AppNo	First Name	Surname	Status	Check	Applicant Submitted	Application Form	Id's	Comments	List 99	Adult First	Updating Service
14	HAYLEY	KING	NEWAPPL DBS								CHANGED

### Change on disclosure acknowledged / Stop Reminders

Script Prompt:  
Please enter your brief comment

OK

Cancel

Ref: Joe Tester    Disclosure number: 123456789

Please be advised we have received notification from the Disclosure and Barring Service regarding the above applicant.

The DBS wish to advise that there has been a change to this individual's disclosure (disclosure number detailed above).

We are not aware of the change to the information held, only that the disclosure is no longer current.

In order to receive the most up to date information you must apply for another criminal check.

Due to the above, CBS has introduced steps within the system to assist you manage this process. You will continue to receive this email until you notify us that no further action is required. For example, the individual may no longer be employed by you or you have created and submitted another application in order to view this information. In order to close this loop and update the audit trail, please follow the steps below:

Log into the DBS Database  
Search for the applicant  
Click on the status lists under 'Updating Service', eg, Inactive, Registered, etc  
Scroll to the bottom of the page and select 'Stop Reminder'

If CBS can assist further please contact our Disclosure Team on 01443 799900.

Regards,  
CBS Disclosure & Barring Team

Comment	Date
DBS Updating Service, selected: R	19-06-2013 20:14:52
DBS Updating Service, selected: W	19-06-2013 20:24:05
This DBS Certificate is no longer current. Please apply for a new DBS check to get the most up to date information	10-07-2013 06:55:59
Administrator/Employer received 'Change of Disclosure' notification, email reminders deactivated.	24-07-2013 16:21:48
New Disclosure applied for in order to view criminal information	24-07-2013 16:21:50

**If a person's has a change to their criminal record, the following five steps will take place:**

- Disclosure Database will display the status as 'Changed'
- Employer receives an email notifying them criminal record has changed
- Employer will continue to receive alerts until they acknowledge notification
- Employer notifies the system and also adds a comment (if required)
- The audit trail is updated and process completed



## The Update Service

**We offer all users a Management Process to assist with a change in disclosure information.**

## The Update Service

What does it mean to you?

### The Chief Executive

*"As Chief Executive of a Local Authority I welcome this service. It is vitally important that every public body places safeguarding at their forefront. We must show the public we do everything possible to ensure the safety of children and vulnerable adults in our care. We check our staff on a weekly basis depending on their position and can confidently show the public that all measures are in place to protect the most vulnerable in our society."*

### The Teacher

*"I look after parent's most prized possessions every day of my working life. It's vitally important they can be continually reassured their children are in safe hands!"*

### Private Care

*"Every time we get a new helper we can go online and check their criminal history. Simple!"*





The Temps

*"We move from one hospital to another, sometime on a weekly basis. The HR personnel struggle to administer our entry because our agency has to provide our disclosure information. This is no longer a problem as we carry our criminal certificates and our employers can check it on arrival online. We start work straight away!"*



The Parent

*"As a single working parent, I rely on child care from a local nursery. There are so many horror stories out there but knowing our nursery are constantly ensuring the safety of my child is a huge relief."*



The Volunteers

*"We volunteer three times a week for different charities and groups in the area and need a different DBS check for each of them. Its ridiculous. We want to give our time to help out those less fortunate and we're tied up in red tape waiting for yet another criminal check to be completed. This new scheme is welcomed! We'll have only one criminal check that we can use for every organisation we work with."*

## The Update Service

What does it mean to you?





The Boss

*"This service will save our organisation a fortune in the long run! No more criminal checks needed, no more laborious administration, no more delays to start in employment. It's a no brainer for our company."*



The HR Manager

*"Finally a system that manages my processes for me! DBS checks are a huge administrative headache. Hopefully this service means they will be a thing of the past allowing me and my team to focus on other areas within the department."*



The Elderly

*"I worry about getting older and trusting the people I will need to employ to help me lead an active life. This service helps me find reassurance that suitable characters are in my home."*

## The Update Service

What does it mean to you?

CBS House  
40-42 Robert Street  
Pontypridd  
CF37 3DY

5 St John's Lane  
London  
EC1M 4BH

T: 01443 799900

E: [info@cbscreening.co.uk](mailto:info@cbscreening.co.uk)

[www.cbscreening.co.uk](http://www.cbscreening.co.uk)

# Thank you for choosing CBS

We look forward to working with you

**VIBRANT  
NATION**