

Disclosure and barring Service (DBS)

Hints and Tips Guide

West Yorkshire DBS Team



- The West Yorkshire DBS Team is based at Wakefield (although applications can be processed by any police force in the country).
- West Yorkshire DBS team process the second highest number of applications in the country.
- For more information on the Disclosure and Barring Service, please click here [DBS Website](#)

DBS Helpline



- DBS helpline: [03000 200 190](tel:03000200190)
- DBS e mail address is customerservices@dbs.gov.uk
- In exceptional circumstances (such as hardship), in relation to outstanding urgent applications, submit application numbers with respective postcodes to Bradford Council's [Commissioning Inbox](#). Bradford Council will then send a request to the DBS section to follow up as a matter of urgency

Applications Process



- It currently takes an average of 11 days to process DBS applications.
- Priority is based upon date (of arrival) order (not by roles / organisation / location / date of signature etc.)
- The DBS organisation is contracted to complete applications within 60 working days.
- There is an online service to check the progress of a standard or enhanced check. To check progress, please click [here](#)
- Employers and responsible organisations can check the progress of a standard or enhanced check, please click [here](#)
- DBS has launched a video that explains the process for a standard and enhanced DBS check. The video includes a summary of the work of the DBS, how standard and enhanced certificates are produced and the various stages each application has to go through. Please click [here](#)

Reasons for delays



- There are peaks of activities during the year eg. June and July are peak periods as schools have checks undertaken for September appointments.
- DBS stats are available online, where it is possible to see which registered bodies requested checks and in what month thus allowing peaks and troughs to be identified, please click [here](#)
- Inaccuracy of applications or insufficient detail within the applications will delay the process.
- Applicants may withdraw due to disclosures on the DBS check which they may not wish to share.
- Depending on the disclosure findings, some applications may be sent to local police stations across the country for further checks.
- Similarities in names, dates of birth and addresses may cause delays.

Umbrella Organisations



- Umbrella companies may, in processing paper applications, send in batches (as opposed individually) in order to reduce their costs and accordingly applications are processed on the date of arrival as opposed date of application. This could create delays.
- Using an umbrella company may incur administrative charges.

DBS Adult First Check



- Individuals can apply for a DBS Adult First check.
- This check allows for a fast check of the DBS Adults' and Children's Barred List whilst waiting for the results of a DBS Enhanced Level check.
- This check is limited to individuals working for care and nursing homes or home care services for vulnerable adults.
- It will advise whether an individual can start work immediately, under supervision, or whether they need to wait for the full result of their DBS Enhanced Level check.
- DBS advises that this check should only be used in exceptional circumstances and when absolutely necessary.

Benefits of a Transferrable DBS Certificate – The Update Service



- Applicants can keep their (standard and enhanced) DBS certificates up to date for an annual fee of £13.
- DBS certificates are updated weekly from the Police National Computer.
- The applicant will receive a copy of the certificate and a code which can be used by the employer to access the latest copy of the DBS Certificate. For details [click here](#)
- The option of a transferrable DBS could be discussed with candidates as they may not know about this service.