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**Welcome to CBR Business Solutions’ electronic DBS service. (e-DBS)**

**Please complete the following form and send it to** [**dbs@cbrsolutions.org.uk**](mailto:dbs@cbrsolutions.org.uk)**.**

* **This system requires a small degree of I.T. literacy. If you prefer, we can send paper applications to you. To register as a ‘paper DBS client’ please contact 01603 756726.**
* **We charge an initial one-off set up fee of:**
  + **£70 + VAT**
  + **£20 + VAT for organisations that are members of Voluntary Norfolk / Momentum.**

**Part A: Details of your Organisation**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | Name of Organisation: |  | | Postal Address: |  | | Description of the services you provide (this helps us to understand your requirements around levels of DBS check): |  | |

**Part B: Disclosure Managers**

There are two levels of access to our system – Disclosure Managers (DMs) and Verifiers. Please see our [Frequently Asked Questions (FAQs) on our website](https://www.cbrsolutions.org.uk/services/disclosure-barring-service-dbs/) for details.

* Each client organisation must nominate at least one DM. The Disclosure Manager has responsibility for the use of the CBR Business Solutions’ e-DBS system. This person will be the nominated point of contact with CBR Business Solutions. Your organisation can also register other DMs but we recommend that you keep numbers to a minimum. DMs can also set up Verifiers for your organisation as required.
* Each DM must have a unique organisation email address. Do not enter the same email address for more than one DM. Log-in details are confidential and unique to an individual and therefore **MUST NOT** be shared. Sharing log-in details or using somebody else’s log-in details to access the system may be considered criminal fraud.
* We must be informed by your primary DM immediately if they or any of your DMs are leaving your organisation.
* We reserve the right to decline organisations that may cause reputational or other damage to our organisation.

**Please enter the details of those you wish to set up as Disclosure Managers in the table below. You may add more rows if required.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **Role** |  |
| **Email address** |  | **Telephone number** |  |
| **Work Address** |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **Role** |  |
| **Email address** |  | **Telephone number** |  |
| **Work Address** |  | | |

**Part C: Job Roles and Level of Check**

When you have been set up on the system, we need to identify all the job roles for your organisation and the level of check required for each role (in line with the relevant legislation). These job roles will be set up on your account. We can add additional job roles to your record at a later date if required.

*Please ensure that you have read and understood our “Guidance for Identifying Legally Authorised Checks and Identifying the Appropriate Level” document before completing this form.*

Please complete the boxes below for all the roles in your organisation that are eligible for a DBS check. You may add more boxes if required.

If there are any issues with the roles and checks then we will return your form with our queries.

|  |  |
| --- | --- |
| **JOB ROLE** |  |
| **LEVEL** (please delete as appropriate) | Basic / Standard / Enhanced |
| **BARRED LIST** (please delete as appropriate) | Adults / Children |
| **WORKFORCE** (please delete as appropriate) | Adult / Child / Both / Other (specify): |
| **IS THIS A VOLUNTEER ROLE?** (please delete as appropriate) | Yes / No |
| **ELIGIBILITY STATEMENT**  Please state what the activity is and why it allows for a DBS check and the requested level |  |

|  |  |
| --- | --- |
| **JOB ROLE** |  |
| **LEVEL** (please delete as appropriate) | Basic / Standard / Enhanced |
| **BARRED LIST** (please delete as appropriate) | Adults / Children |
| **WORKFORCE** (please delete as appropriate) | Adult / Child / Both / Other (specify): |
| **IS THIS A VOLUNTEER ROLE?** (please delete as appropriate) | Yes / No |
| **ELIGIBILITY STATEMENT**  Please state what the activity is and why it allows for a DBS check and the requested level |  |

|  |  |
| --- | --- |
| **JOB ROLE** |  |
| **LEVEL** (please delete as appropriate) | Basic / Standard / Enhanced |
| **BARRED LIST** (please delete as appropriate) | Adults / Children |
| **WORKFORCE** (please delete as appropriate) | Adult / Child / Both / Other (specify): |
| **IS THIS A VOLUNTEER ROLE?** (please delete as appropriate) | Yes / No |
| **ELIGIBILITY STATEMENT**  Please state what the activity is and why it allows for a DBS check and the requested level |  |

|  |  |
| --- | --- |
| **JOB ROLE** |  |
| **LEVEL** (please delete as appropriate) | Basic / Standard / Enhanced |
| **BARRED LIST** (please delete as appropriate) | Adults / Children |
| **WORKFORCE** (please delete as appropriate) | Adult / Child / Both / Other (specify): |
| **IS THIS A VOLUNTEER ROLE?** (please delete as appropriate) | Yes / No |
| **ELIGIBILITY STATEMENT**  Please state what the activity is and why it allows for a DBS check and the requested level |  |

**By submitting this completed application to us you are confirming that the role, level of check and access to any barred lists you apply for is the result of a legislative need for that check to be carried out.**

**Part D: Payment**

* In order to ensure that invoices are sent to the right person within your organisation, please enter the email address that you would like invoices sent to.
* All invoices must be paid within 28 days of invoice date to prevent your DBS account being suspended. Any queries relating to invoices must be referred to our finance team.
* Invoices are raised and due for payment based on application(s) being submitted to the DBS and therefore you may be invoiced for an application before the applicant receives their certificate.
* **You must use the invoice number as your payment reference** for online banking. Failure to do this will cause us difficulty in identifying that you have paid, which may result in the suspension of your account.

|  |  |  |
| --- | --- | --- |
| **Name** | **Email Address** | **Telephone Number** |
|  |  |  |

**Part E: What happens next?**

* Email this completed form to [dbs@cbrsolutions.org.uk](mailto:dbs@cbrsolutions.org.uk)
* Through submitting this form your organisation is signing up to CBR Business Solutions’ eDBS service and agree to the payment terms and conditions as contained in Part D above.
* CBR Business Solutions will raise an invoice for the start-up fee and we will activate your online account as soon as payment is received and funds are cleared.
* Once we have registered your organisation and received payment, all of the nominated Disclosure Managers listed in Part B will receive an email with log-in details. This will allow them to access our system and activate their account.
* Our e-DBS system contains all of the information required for system users touse it immediately but should you require any support please dial 01603 756726.

**Part F: Inactive Accounts**

* Online accounts that have been inactive for a period of over 36 months (i.e. no submitted applications for this period) will be considered to be dormant and will be disabled on the online system. If you do not contact us within six months to have your account reinstated then it will be closed and you will need to apply for a new account and incur associated set-up fees should you wish to use the online system again.

**If you are using a discount code / Membership number then please enter it below. CBR Business Solutions cannot be held responsible for incorrect billing where discount information is not entered.**

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