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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)**.**

* **We charge an initial one-off set up fee of:**
  + **£70 + VAT**

**Part A: Details of your Organisation**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | Name of Organisation: |  | | Postal Address: |  | | Description of the services you provide:  (This helps us to understand your legal entitlement to access criminal record checks.) |  | |

**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 first name entered as a Disclosure Manager (below) will be regarded as the ‘Main Contact’ for your account and has the 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. You can also register other DMs as required. Your DMs will be able to set up Verifiers for your account 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 ‘Main Contact’ 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**

You need to identify the roles within your organisation that require checking and the level of check and ‘workforce’ required for each role. We can add additional job roles to your account at a later date if required.

*Please ensure that you have researched and understood your legal responsibilities regarding applying for criminal record checks. Further information is available at* [*https://www.gov.uk/government/organisations/disclosure-and-barring-service*](https://www.gov.uk/government/organisations/disclosure-and-barring-service)

Please specify your role(s) for checking below. You may add more boxes if required. Further guidance including a definition of ‘volunteer’ is available at <https://www.gov.uk/guidance/dbs-check-requests-guidance-for-employers>

If we have any issues or queries with the information provided we will contact you for further clarification.

|  |  |
| --- | --- |
| **JOB ROLE** |  |
| **LEVEL** (please delete as appropriate) | Standard / Enhanced |
| **BARRED LIST (Enhanced checks only) -** (please delete as appropriate) | Adults / Children / Both |
| **WORKFORCE (Enhanced checks only) -** (please delete as appropriate) | Adult / Child / Both / Other |
| **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) | Standard / Enhanced |
| **BARRED LIST (Enhanced checks only) -** (please delete as appropriate) | Adults / Children |
| **WORKFORCE (Enhanced checks only) -** (please delete as appropriate) | Adult / Child / Both / Other |
| **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) | Standard / Enhanced |
| **BARRED LIST (Enhanced checks only) -** (please delete as appropriate) | Adults / Children |
| **WORKFORCE (Enhanced checks only) -** (please delete as appropriate) | Adult / Child / Both / Other |
| **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) | Standard / Enhanced |
| **BARRED LIST (Enhanced checks only) -** (please delete as appropriate) | Adults / Children |
| **WORKFORCE (Enhanced checks only) -** (please delete as appropriate) | Adult / Child / Both / Other |
| **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 |  |
| **Do you require access to ‘Basic’ checks?** | Yes / No |

**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 set-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.

**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 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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