

Information pack

Maldon and District CVS
Disclosure and Barring Service Umbrella Body

Self employed and personal employees

Please note: to access this service you must be able to attend an in person appointment in Maldon, Essex



Thank you for your interest in the Maldon & District CVS's DBS Umbrella Body service.

This pack is intended to provide you with information about the service, as well as guidance to ensure that you are acting according to the law in how it seeks, processes and acts upon DBS disclosures.

About Disclosure and Barring checks

As an individual, a DBS check helps you demonstrate that you are suitable to work in roles that involve contact with children, young people, or vulnerable adults, and it can reassure clients, commissioners, or partner organisations who may need evidence of your background.

The Disclosure and Barring Service offers four levels of checks, each providing a different depth of information:

- Basic DBS check — shows unspent convictions and is available to anyone, including self-employed people.
- Standard DBS check — includes spent and unspent convictions, cautions, reprimands, and warnings.
- Enhanced DBS check — includes everything in a Standard check plus relevant police information.
- Enhanced with barred list check — includes all of the above plus a check of the children's and/or adults' barred lists.

Not every type of work is eligible for a DBS check, and it is unlawful to request a higher level check unless the role legally qualifies for it. As a self-employed person, you can apply directly for a Basic check, but Standard and Enhanced checks must be requested through an approved Umbrella Body like Maldon and District CVS.

Levels of check

We have a duty to ensure that the correct level of check is being carried out to ensure compliance with legislation. You can only request a check you are legally entitled to request.

Eligibility for DBS checks is set out in the following legislation:

- Standard checks – to be eligible for a standard level DBS certificate, the position must be included in the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975.8
- Enhanced checks – to be eligible for an enhanced level DBS certificate, the position must be included in both the ROA Exceptions Order and in the Police Act 1997 (Criminal Records) regulations.9
- Enhanced checks with children's and/or adults' barred list check(s) – to be eligible to request a check of the barred lists, the position must be eligible for an enhanced level DBS certificate and be specifically listed in the Police Act 1997 (Criminal Records) regulations as being eligible to check the appropriate barred list(s).

Full details are online on [the DBS website](#) and we strongly recommend that organisations utilize the online eligibility checker to understand the correct level of check required.



Our Service

Since October 2011 Maldon and District Community Voluntary Service has been a registered umbrella body which acts on behalf of the DBS to process criminal record applications for both voluntary and private sector organisations. Following a law change in January 2026 this service is now extended to people who are self employed or personal employees.

We offer a paper based services and identity verification must be conducted by our team in person.

- 1. Book an Appointment:** You must book a In-Person verification session to present your original ID documents and complete the application form.
Appointments are available on Tuesdays or Wednesdays in Maldon.
Appointments outside this time may be possible by arrangement
- 2. Present Approved ID:** The DBS requires specific documents (e.g., Passport and recent proof of address). You can view the full list of approved ID documents on [the DBS Website](#)
- 3. Complete the DBS form:** This will be done at the appointment and you will need to have the following information with you in order to complete the form at the time.
 - Full five year address history including the month and year you lived at each address
 - Your National Insurance number
 - Your Driving licence number if you have one (even if not being used as a form of ID)
 - Your Passport number, country of issue and nationality (even if not being used as a form of ID)
- 4. Form sent to DBS:** We will send the completed form to the DBS to process, once completed the certificate will be sent directly to you. In case of delays and the need to follow up you should retain the DBS form number

Fees

We charge an administrative fee £45 to process a DBS check for an individual

In addition to our form processing fee there is a charged levied by the DBS.

From Monday 2nd December 2024 the new DBS fees are:

- Enhanced DBS check – £49.50
- Standard DBS check – £21.50

Payment is required in advance of the DBS form being sent on for further process.

You can pay online via a link we will send you when we confirm your booking.



Appointments, Cancellations and Refunds

- Payment must be made in advance of your appointment in order for it to proceed.
 - Appointments may be rescheduled with at least 24 hours' notice at no additional charge.
 - Cancellations made with less than 24 hours' notice may not be eligible for a refund.
 - Failure to attend your appointment (no-show) will result in the full fee being retained.
 - If you attend without the correct identification documents and the appointment cannot proceed, this will be treated as a missed appointment and a further fee may be charged to rebook.
 - Once a DBS application has been submitted, no refunds can be issued under any circumstances.
 - The £45 administration fee is non-refundable, as it covers appointment time, document verification, and processing.
 - By making payment you agree to [our terms and conditions](#).
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- [Maldon and District CVS](#)
- [Disclosure and Barring Service Umbrella Body](#)
- [Information pack](#)

Transgender Applications

The DBS offers a confidential checking service for transgender applicants: in accordance with the Gender Recognition Act 2004. This is known as the sensitive applications route, and is available for all levels of DBS check - basic, standard and enhanced.

The sensitive applications route gives transgender applicants the choice not to have any gender or name information disclosed on their DBS certificate, that could reveal their previous gender identity.

Telephone 0300 131 2784 or email sensitive@db.gov.uk

DBS Code of Practice

The DBS Code of Practice sets out how your information must be handled when you apply for a DBS check. As a self-employed applicant, you have the right to be told why and understand why a check is needed, what level of check is being requested, and how your data will be used and stored.

You must be given access to the Code of Practice on request and provided with the organisation's policy on employing ex-offenders. Your identity must be verified correctly, and you must be able to discuss the content of your DBS certificate before any decisions are made. All information about you must be treated confidentially, used lawfully, and stored securely in line with the Data Protection Act.

[You can access the Code of Practice online here](#)

Data Protection

Maldon and District CVS is committed to conducting its business in accordance with all applicable Data Protection legislation our approach is outlined in our [Privacy notice](#) which is available on our website and on request.

To comply with our obligations to the DBS we will retain information in relation to the checking of your identity and processing the DBS request for two years.



- Maldon and District CVS
- Disclosure and Barring Service Umbrella Body
- Information pack

Following up

You can track a DBS application form once it is submitted at www.gov.uk/guidance/track-a-dbs-application you will need:

- The form reference number
- The applicant's date of birth

DBS don't generally give a time scale for the check process nor respond to requests for speeding up the process

However if an application has been at Stage 4 (local police checks) for more than 60 days then you or the umbrella body can submit a request online or by telephone requesting to ask the police to speed up the applicant's case - You will need the form number, applicants full name, address, date of birth, role applied for and organisation name.

If a delay at Stage 4 is causing financial hardship (i.e. inability to work) it can be escalated after 28 days by calling the DBS on 03000 200 190

If Preferred MDCVS can do these follow ups on your behalf.

If the certificate has been sent but not received then the applicant has 3 months or 93 days to request a reprint at: www.gov.uk/government/publications/dbs-certificate-reprint-guide

Update checking service

We highly recommend joining the DBS Update Service once your DBS certificate is received. For an annual fee of £16, this service keeps your certificate valid indefinitely (provided your information doesn't change).

You must register using your application reference number or within 30 days of your certificate being issued.

Read more online on the [update service website](#)

Contact Details

The main point of administrative contact for matters relating to the DBS Umbrella Body M&DCVS is:

Email: dbs@maldoncv.org.uk

Telephone: 01621 851891

Full details of our DBS service are kept up to date on the MDCVS website

<https://maldoncv.org.uk/consultancy-training-and-services/dbs-checks>

