

Changes to the enhanced DBS check application process

This article was originally published on 30 April 2021.

The changes detailed within this article are now live, and we have added some further information for Registered Bodies, and information around applications submitted prior to 31 May 2021.

As of 31 May 2021, the Disclosure and Barring Service (DBS) will be implementing a change to the enhanced DBS check application process. The change will mean that DBS is no longer able to amend an applicant's personal information on the application form, once it has been submitted.

For applicants:

The sections of the application form affected by this change will be:

- Section A – Your current and previous names
- Section B – Your current address
- Section C – Five-year address history

Enhanced DBS check applications that are submitted with omitted or incorrect information regarding these sections will be withdrawn, and a new application will need to be submitted.

If an application is withdrawn due to an omission or error in your personal information, we are unable to provide a refund.

Where an omission, as detailed above, is found, DBS will not contact the applicant, but will instead write to the Registered Body that submitted the enhanced application to inform them.

For Registered Bodies

If incorrect personal information is provided, or an omission is identified, in relation to the below sections of the application form, from 31 May 2021, the application will be withdrawn, and a new application will be required:

- Section A – Your current and previous names
- Section B – Your current address
- Section C – Five-year address history

For RBs, as before, DBS will contact you to resolve the query, and only if an error or omission is confirmed, will the application be withdrawn.

If an application is withdrawn for the above reasons, a refund will not be given.

Where such an error is found, DBS will not contact the applicant, but will instead write to you as the Registered Body that submitted the enhanced application.

Applications submitted prior to 31 May 2021

For applications submitted prior to 31 May 2021, DBS will continue to apply amendments, however applications submitted after this date will be subject to the withdrawal policy and a new application will be required.