

[News story: Basic disclosure changes](#)

Basic disclosure check changes

From January 2018, if you need a basic disclosure check for a job in England and Wales, you should apply to the Disclosure and Barring Service (DBS). If you need a basic disclosure check for a job in Scotland, then you should apply to [Disclosure Scotland](#). If you want a check for personal reasons rather than work purposes, you should apply where you live – DBS if you live in England or Wales or Disclosure Scotland if you live in Scotland.

If you are applying to DBS you will be able to use our new online application route that will be available on www.gov.uk. Alternatively, you can use a 'Responsible Organisation' (RO) – a third party registered with DBS – to submit checks on your behalf. A list of Responsible Organisations can be found at <https://www.gov.uk/guidance/responsible-organisations>.

Responsible Organisations

Organisations that can demonstrate that they can submit a minimum of 1000 basic checks a year, meet our processing standards and agree to the Terms & Conditions

<https://www.gov.uk/government/publications/basic-check-guidance-and-policies> will be able to apply to become an RO and build a web service. If you are eligible and thinking about becoming a RO please email customerservices@db.s.gsi.gov.uk to find out more.

DBS has already increased staffing levels to deal with the additional checks. [Those organisations that have already transferred their basic disclosure checks to DBS](#) are already benefiting from a speedy service, with checks taking on average less than one day to process.

Individuals and ROs should send basic disclosure checks to the right organisation, DBS or Disclosure Scotland, so that the correct Rehabilitation of Offender (ROA) rules are applied. There is a risk of legal action if incorrect ROA rules are applied and impact a recruitment decision.

For any enquiries please contact customerservices@db.s.gsi.gov.uk.