

# News story: Organisations registered with DBS to submit disclosure checks

The Disclosure and Barring Service (DBS) work with a number of organisations that are registered with us to submit disclosure checks. These organisations can be split into the following categories:

- Responsible Organisations (ROs)
- Registered Bodies (RBs)
- Umbrella Bodies (UBs)

Responsible Organisations are registered with us to submit basic disclosure checks, and Registered Bodies are registered with us to submit standard and enhanced disclosure checks.

Umbrella Bodies are Registered Bodies that provide an 'umbrella service' to client organisations – they submit checks for organisations that aren't registered with DBS. They cannot submit checks for individuals e.g. self-employed.

Responsible Organisations can only submit basic disclosure checks electronically and must submit a minimum of 1000 applications in a twelve month rolling period.

Registered Bodies can submit standard and enhanced disclosure checks via our paper application route, or electronically (this is known as e-Bulk). If submitting via the paper route they must submit a minimum of 100 applications, and if submitting electronically, they must submit a minimum of 1500 applications, both in a twelve month rolling period.

The below table provides more information, whilst highlighting further differences between Responsible Organisations and Registered Bodies:

	Responsible Organisations (ROs)	Registered Bodies (RBs)
Level of disclosure check	Responsible Organisations submit basic disclosure checks	Registered Bodies submit standard and enhanced disclosure checks
Responsibilities	Responsible Organisations must: 1) submit more than 1000 applications per year, and 2) meet the Terms and Conditions, processing standards and trading terms set out <a href="#">here</a>	Registered Bodies must: 1) submit more than 100 eligible paper applications per year, 2) be entitled to ' <a href="#">ask an exempted question</a> ' under the <a href="#">Rehabilitation of Offenders Act 1974</a> , and 3) comply with the DBS <a href="#">code of practice</a>

Submitting checks	ROs can submit checks electronically only and must submit a minimum of 1000 in a twelve month rolling period	RBs can submit checks via a paper application route or electronically (this is known as e-bulk). If submitting via the paper route, RBs must submit a minimum of 100 applications and if submitting electronically, RBs must submit a minimum of 1500 applications, both in a twelve month rolling period
Eligibility	There is no eligibility for basic disclosure checks	Applicants must be carrying out a role, or applying for a role, that is eligible to be checked under Part V of the Police Act 1997 and supporting legislation. More information can be found <a href="#">here</a>
Location	Basic checks cover roles in England, Wales, the Channel Islands and the Isle of Man	Standard and enhanced checks cover eligible roles and suitability decisions in England, Wales, the Channel Islands and the Isle of Man

If you are an organisation who wishes to enquire about registering as:

- a Responsible Organisation, please email Customer Services on [customerservices@db.s.gov.uk](mailto:customerservices@db.s.gov.uk)
- a Registered Body, please contact Customer Services on 03000 200 190