

# Upcoming changes to the enhanced disclosure application process

In April 2019, we published a [news story](#) advising that the Disclosure and Barring Service (DBS) would be implementing a change to the enhanced disclosure process.

A withdrawals policy is being introduced which means that from **1 August 2019**, DBS will no longer be able to amend enhanced DBS check applications where missing or incorrect information has been identified in the following fields:

## **For applicants**

### **Section C – Five-year address history**

This refers to addresses at which an applicant has resided within the last five years that haven't been declared on the application.

From 1 August 2019, applications found to have missing address information as detailed above will be withdrawn and a new application will need to be submitted.

If an application is withdrawn for the above reasons, a refund will not be given.

Where such an omission 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 (RBs)**

### **Paper applications**

**Question X61 – Workforce**

**Question X66 – Home-based checks**

### **e-Bulk applications**

**“PositionAppliedFor” (Workforce only)**

**“WorkingAtHomeAddress”**

If incorrect information is provided as part of these questions from Section X, from 1 August 2019, the application will be withdrawn, and a new application will be required.

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DBS will contact you to resolve the query, and only if an error or omission is identified, will the application be withdrawn.

If an application is withdrawn for the above reasons, a refund will not be given.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 1 August 2019**

For applications submitted prior to 1 August, 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.