**FAQ’S**

We have prepared this list of FAQ’s to help with any questions you may have regarding having a DBS, but please feel free to email us on [compliance@cavitydentalstaff.co.uk](mailto:compliance@cavitydentalstaff.co.uk) if you have any questions or you need some further information.

**Q1 – Who are Cavity Dental Staff Agency?**

We are one of the UK’s largest dental agencies for locum dental nurses with over 300 nurses working in the UK. We do DBS checks for our own staff and have been asked if this was a service we offered. We have now become an umbrella company with the DBS and we can now offer this service to other practices.

**Q2 - What supporting documents do we need?**

When applying for a DBS check, you need to provide a copy of your valid passport, driving licence (which shows your date of birth), as well as a utility bill, bank statement mortgage or credit card statement issued within the last 3 months (that shows your home address), national insurance number, and address history for the past 5 years. We will accept scanned copies with an online application but a verifying must be completed to say the originals have been seen, they are the same as the ones scanned and any photo ID is a true likeness of the applicant.

**Q3 - How do I get my documents verified?**

Please use our online Verification process which uses state of the art facial recognition and biometrics to verify your documents for just £10. Alternatively, we recommend that you first photocopy your documents. You should then produce both the original and the copy to your employer who has requested the check and for them to complete the verifying document on your behalf.

**Q4 - Who is the employer? (self-employed)**

The employer is the person who has asked you to obtain a DBS check. If you are self-employed or a contractor then this may be the person who has asked you for the check. Even though they are not employing you they are employing your services. You cannot ask to have a DBS done on yourself it has to be at the request of someone else. The DBS can reject an application form if they are not happy with the employment status and this would occur an admin fee.

**Q5 - How long does a disclosure last?**

If you subscribe to the DBS update service then you will pay a small fee annually then. Your DBS will continue to be valid without the need to renew. There is no official expiry date for a DBS. It is down to the employer to set their expiry date, however most employer renew between 2-3 years.

**Q6 – CQC registration**

If you are planning to register with the CQC they will only expect a DBS which has been done by themselves not by another DBS umbrella company

<https://www.cqc.org.uk/guidance-providers/registration/apply-cqc-countersigned-disclosure-barring-service-dbs-check>

**Q7 - What is the DBS Update Service?**

The DBS update service is a yearly subscription service provided directly by the DBS for applicants currently the service cost is £13 per applicant per year. If the DBS applicant subscribes to the service (this must be done within 19 days receiving your certificate) their DBS certificate will be securely stored online, allowing the applicant to check their certificate or present it to the or employer at any time. The applicant can register subsequent DBS applications with the service.

The service is fully portable- allowing applicants to carry their certificate between different employments, providing the employment requires the same level of check.

The service also updates regularly meaning that employers will only have to request a new DBS check to be undertaken if new information has arisen since the last DBS check. This means the issue date of a DBS certificate will no longer be relevant as long as the applicant has subscription to the update service.

<https://www.gov.uk/dbs-update-service>

**Q8 - Different levels of DBS checks and the fees?**

We offer a basic and enhanced DBS check these are both provided by the Disclosure and Barring Service, all our own staff have enhanced DBS’s and we highly recommend that all dental staff working with child and vulnerable adults should have an enhanced DBS. Anyone registered with the CQC needs to have an enhanced DBS.

Basic - £23.00

Enhanced - £40.00

Admin Fee - £12.50 + VAT (if more than 3 we will reduce to £10.00 + VAT each)

Document Verification - £10 + VAT

**Q9 - How long will it take to process?**

Once all the paper is completed and ready for posting to the DBS it can take up to 4 weeks for them to process, sometimes they can come though within a week or so but sometime this can take longer to complete stage 4 where the police conduct additional checks and sometimes this can be slower in some areas of the UK.

**Q10 - Who will get a copy of my DBS certificate?**

There is only one certificate that is posted and it can only go to the current address of the applicant.

**Q11 -I did not receive my DBS certificate, can I obtain a copy?**

Yes, the request must be made within 3 months of the date of issue. Please follow the link below on how to request a copy

<https://www.gov.uk/government/publications/dbs-certificate-reprint-guide/dbs-certificate-reprint-guide>

**Useful links**

Eligibility guidance

[**https://www.gov.uk/government/publications/dbs-workforce-guidance**](https://www.gov.uk/government/publications/dbs-workforce-guidance)

DBS privacy policy

[**https://www.gov.uk/government/publications/standard-and-enhanced-dbs-check-privacy-policy/standard-and-enhanced-dbs-check-privacy-policy**](https://www.gov.uk/government/publications/standard-and-enhanced-dbs-check-privacy-policy/standard-and-enhanced-dbs-check-privacy-policy)

ID that can be used for your application

[**https://www.gov.uk/government/publications/dbs-identity-checking-guidelines/id-checking-guidelines-for-dbs-check-applications-from-3-september-2018**](https://www.gov.uk/government/publications/dbs-identity-checking-guidelines/id-checking-guidelines-for-dbs-check-applications-from-3-september-2018)