

We use a third-party checking service called Certn who run the searches based on the information we provide them. DBS searches are covered by legislation, meaning that it is illegal for us to request searches which are beyond the scope of the legislation. You can read more about DBS checks in [this booklet](#) produced by the Government. You can use an official Eligibility Checker [here](#) if you are unsure whether you need a DBS check.

We are not able to run DBS checks for people who will be working with adults – if you are asked to obtain one of these, we would anticipate your employer arranging this for you; usually this would involve an element of personal care, well beyond what we would anticipate a professional writer being asked to do in the course of their work.

Before you complete the form, please ensure that you can answer the following questions:

- Will you be working alone with children, or will you be supervised?
- Will you be seeing the same set of children 4 or more times per month?
- Will you be working more than 3 days in any 30 day period?
- What environment will you be working in? Only specified places qualify you to receive a check. These are: schools, nurseries, children's homes, childcare facilities, pupil referral units, alternative provision facilities, detention centres for children, secure accommodation centres for children.
- What will you actually be doing? Roles which qualify for a DBS check include: teach, train, instruct, care for or supervise children, or provide advice/ guidance on well-being, or drive a vehicle only for children.

If you are satisfied that the work you will be doing will require a DBS check, we need you to provide us with information so we can complete Certn's form – below.

Once we receive the request, we register the application with Certn who will then send an email to you with the invitation to complete the Certn documentation check form.

Please then log into the system and enter the required information. Once completed, the Certn finance department will email you with an invoice to pay. Once this has been paid, Certn will initiate the checks. This will involve receiving emails with information about whatever is required in the different regions.

If the validation is successful, Certn will then proceed to submit the case through to the DBS for processing. If the validation is unsuccessful – for example, they cannot digitally link you to the home address provided, or if there is insufficient documentation for the digital ID – you will need to revert back to an in-person verification of the documents.

Pricing:

- England and Wales - Enhanced DBS (with digital ID) = **£62.50** (increased Dec 2024)
- Scotland - PVG New Member = **£71.00**
- Northern Ireland - Enhanced AccessNI = **£48.00**

There have been some changes to the way AccessNI performs their checks.

Candidates must now create an **NIDirect** account before applying.

- **Digital ID verification** is now handled directly by NIDirect, requiring passport or driver's licence uploads.
- If digital verification fails, manual ID verification by NIDirect will be required - this may take several days.
- ID verification is mandatory and must be completed within **30 days** or the application will be deleted.
- Personal information will be pulled from NIDirect and **cannot be edited** on the application. Candidates must contact NIDirect for any amendments.
- Candidates must upload **two ID documents** directly onto the Access NI application.

Update service

A DBS check has no official expiry date. It's up to the person commissioning you to decide if a new check is needed. If you have signed up for the DBS Update Service, commissioners can check your certificate is up to date online. Further details can be found [here](#).

The Update Service is an online subscription that allows you to keep your standard or enhanced certificates up-to-date and allows employers to check a certificate online. You can join the Update Service as soon as you have your application form reference number and must do so **no later than 30 days after receipt** of your certificate. <https://www.gov.uk/dbs-update-service>

Please complete the form below

Level of check required: (please select)	Northern Ireland: Enhanced AccessNI	Scotland: PVG new member	UK & Wales: Standard DBS	UK & Wales: Enhanced DBS
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Title: _____ First name: _____

Middle Name: _____ Surname: _____

Contact phone number: _____

Email: _____

(You will need to use the same email address throughout the process.)

A description of your role: e.g. writing tutor _____

An outline of the frequency of your planned visits: _____

Will you be seeing the same group of children each time? _____