



Disclosure &  
Barring Service

# basic disclosure service

## Changes to service in England and Wales



# What is changing?

- From 1 January 2018 Disclosure Scotland will no longer provide Basic Disclosure checks for customers in England and Wales
- Applications from England and Wales will be made through the Disclosure and Barring Service (DBS)
- Disclosure Scotland will continue to process checks for Scotland



# Why is the change happening?

- Disclosure Scotland and Disclosure & Barring Service are two separate agencies, working within two separate legal systems, with different rehabilitation periods in Scotland and England/Wales
- Disclosure Scotland has only ever processed England and Wales basic disclosure checks on a temporary basis, under a delegation which ends on 30 July 2018



# Why can't I choose which provider to use?

- Disclosure Scotland will not be able to process basic disclosure checks under England and Wales Rehabilitation of Offenders Act (RoA) rules
- DBS will not be able to process basic disclosure checks under Scotland RoA rules
- Potential legal challenge from applicants if check submitted to incorrect organisation (DS/DBS) and incorrect RoA rules applied
- Data Protection and Information Commissioner challenges if check submitted to incorrect organisation (DS/DBS) and incorrect RoA rules applied
- Disclosure Scotland will gradually reduce capacity to deliver UK-wide service



# How will I know which provider to use?

- Whether you use Disclosure Scotland or DBS depends on *where the job role is based*
- Working in Scotland → apply to Disclosure Scotland (even if the candidate lives in England or Wales)
- Working in England or Wales → Apply to DBS (even if the candidate lives in Scotland)
- BUT if a person wants a Basic check for their own use and not for employment purposes, they should apply to the service where they live



# What are my options?

- Direct individuals to apply via the GOV.UK portal – available from 1 January 2018
- Or
- Use a DBS ‘Responsible Organisation’ (RO) to submit volumes of applications on your behalf
- ROs are authorised by DBS to process Basic Disclosure checks for third party organisations
- They are independent of DBS but operate to DBS guidelines
- If you require help finding an organisation to submit applications on your behalf, you can search online for ‘Basic Disclosure check’ or contact DBS at [customerservices@dbs.gsi.gov.uk](mailto:customerservices@dbs.gsi.gov.uk)



# Important dates

- 31 December 2017: Final England and Wales applications received by Disclosure Scotland and processed to completion
- 1 January 2018 – DBS online Basic Disclosure check launches
- Disclosure Scotland no longer able to process Basic Disclosure checks for England and Wales



# Further information

- If you have any questions, please email DBS at [customerservices@dbs.gsi.gov.uk](mailto:customerservices@dbs.gsi.gov.uk)

