



Information that will be shown	BASIC DBS	STANDARD DBS	ENHANCED DBS
Unspent convictions and conditional cautions	YES	YES	YES
Spent convictions and cautions, subject to filtering	NO	YES	YES
Relevant non-conviction information from the police	NO	NO	YES
Children's and/or Adults' Barred List check	NO	NO	NO <i>Note: If you have selected yes to working with children/adults in regulated activity in section Y on the application form, this will mean the relevant barred list is checked as part of the vetting process.</i>
Who can apply?	Anyone over the age of 16	Eligible roles are listed in our eligible position guidance ( <a href="https://www.gov.uk/government/publications/dbs-check-eligible-positions-guidance">https://www.gov.uk/government/publications/dbs-check-eligible-positions-guidance</a> )	Eligible roles are listed in our workforce guidance ( <a href="https://www.gov.uk/government/publications/dbs-workforce-guidance">https://www.gov.uk/government/publications/dbs-workforce-guidance</a> )
Roles based in the UK	If an individual applies for a check for personal use where there is no employment decision being made, they should use the relevant service based on where they live. If an employer asks them to obtain a Basic check, it should be applied for based on where the role will take place.	The suitability decision must be made in England and Wales regardless of where in the UK the applicant lives	The suitability decision must be made in England and Wales regardless of where in the UK the applicant lives
Roles based overseas	For roles based overseas where the suitability decision is being made in the UK or other countries and the applicant is based overseas, they can request a Basic DBS check. The certificate will be delivered on the current address of the candidate in the UK	For anyone working outside of the UK and employer is outside of the UK, you are unable to apply for Enhanced DBS checks. It does not matter if they are a UK citizen or have lived in the UK, Standard DBS checks can only be done on candidates who will be working in England and Wales.  If the applicant is a non-UK national and they are doing a paid work outside of the UK, but the employment decision is being made within the UK, they are eligible for the Standard DBS check provided they meet the legislative criteria. A document confirming their right to work in the UK will be required.	For anyone working outside of the UK and employer is outside of the UK, you are unable to apply for Enhanced DBS checks. It does not matter if they are a UK citizen or have lived in the UK, Enhanced DBS checks can only be done on candidates who will be working in England and Wales.  If the applicant is a non-UK national and they are doing a paid work outside of the UK, but the employment decision is being made within the UK, they are eligible for the Enhanced DBS checks provided they meet the legislative criteria. A document confirming their right to work in the UK will be required.



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Roles based overseas <i>(Options of an individual if the suitability decision is being made elsewhere like a foreign employer hiring someone from UK)</i>	<ol style="list-style-type: none"> <li>1. Submit a subject access request (SAR) via the Data Protection Officer at their local constabulary</li> <li>2. Apply for a Basic check via DBS, Disclosure Scotland or Access Northern Ireland (this will only show unspent convictions)</li> <li>3. For roles working with children overseas, an International Child Protection Certificate (ICPC) can be applied for.</li> <li>4. For people emigrating from the UK to Australia, Belgium, Canada, New Zealand, South Africa or the United States of America, it is a requirement to have a Police Certificate before a visa can be awarded; these certificates are provided by the ACPO Criminal Records Office (ACRO) – more information can be found on the ACRO website.</li> </ol>		
'Care of Address'	The option for using a 'care of' address would only be applicable if the applicant is in the process of moving to the UK, or if they have no current fixed abode. DBS only typically accept care of addresses for applicants who are based overseas.		
Requirements	5 years address history with dates of stay, filled-out DBS Application form, E-Mail Address, Passport/National ID reflecting Full Name, DOB, Nationality, and Birth Town, Birth Certificate and Current Driving License.	Active e-mail address (for online application purposes) and identity proofs such as Passport/National ID reflecting Full Name, DOB, Nationality, and Birth Town, Birth Certificate and Current Driving License.	Passport/National ID reflecting Full Name, DOB, Nationality, and Birth Town, Birth Certificate, Current Driving License.
Turn-Around-Time	15 working days	14 working days	14 working days



## UCheck DBS/EDBS Process Flow

1. **Online Registration** – Avvanz will integrate the candidate's email address, name, and phone number (optional).
2. **Completion of Online Application Form** – Avvanz will complete the information based on documents submitted by the candidate.
3. **Confirmation of the application completion** – Once the application form has been completed, Avvanz will receive an email confirmation that the application has been completed.
4. **Forwarding of Application** – Avvanz will complete and approve the application then UCheck will approve it as well and countersign it. The application form will then be sent to DBS for processing.
5. **Dispatchment and Arrival of Certificate** - Once the application has been completed and the certificate has been dispatched, Avvanz can download the electronic copy of the certificate in the platform while the physical certificate will be sent to the candidate. Avvanz has the capability to see the result of the check in the platform. However, if there is possible match or match found, the candidate needs to disclose to us the information to update the report.

**Note:** There is no need to wait for the physical certificate to arrive to the candidate, if the application is completed and the certificate is already available in the platform, Avvanz can automatically close the case.

Please refer to the Standard and Enhanced DBS Eligibility Guidance and Workforce Guidance available on this link: [www.gov.uk/government/publications/dbs-check-eligible-positions-guidance](http://www.gov.uk/government/publications/dbs-check-eligible-positions-guidance)