**Disclosure & Barring Service (DBS) FAQs**

**Why do I need to have a DBS check?**

On your degree programme you will be working with children and adolescents. The Disclosure and Barring Service (**DBS**) carries out enhanced checks with barred lists on anyone **working with children**, to make sure that **children** and adolescents are safe.

**How do I start the process?**

The University will be sending you a covering letter and the following documents nearer to the start of your degree programme:

* DBS Application Information Sheet
* DBS Document Requirements
* List of acceptable Identification Documents

**What does ‘portability’ mean?**

For an annual subscription fee (approx. £13.00), payable to DBS, you can register your new DBS certificate with the government so that future employers will not need to request new checks, and training providers and current employers can check to see if there is any new information against your DBS since it was issued. We recommend that you use this service as it will be to your advantage, but it is optional.

**How long do I have to register for ‘portability’?**

To make your new DBS portable, you must register your DBS Number with the Update Service within 19 calendar days of its issue date. Please look at the following link for more information: <https://www.gov.uk/government/publications/dbs-update-service-applicant-guide>.

**Once I have made my DBS ‘portable’ what do I need to do?**

You will need to pay the annual fee to DBS to keep your DBS certificate registered as portable otherwise this will lapse and you could be asked to do a new check in the future.

**Who looks after my DBS certificate?**

You will take ownership of your certificate in the same way as your passport or driving licence and should keep it safe. Please note that the certificate will be sent to the address you registered with us.

**What if I already have a portable DBS certificate?**

If you have an existing DBS certificate that has been registered with this service, you will need to scan it and send by email to [**dbs@marjon.ac.uk**](mailto:dbs@marjon.ac.uk). By sending this copy you are giving us permission to use the Update service to check your information. If you have a recent DBS certificate and you have not registered for the Update Service, you can do so within 19 days of the issue date. The University retains the right to request a new DBS check.

**How much does the DBS check cost?**

The check costs £49 which is paid online through a secure link. You will receive a letter nearer to the start of your degree with details of exactly what you need to do and by when so there is no need to rush your application for DBS at this stage.

**How long does it take for my DBS check to be processed?**

It usually takes about 6 weeks, but during busy periods this can be longer.