



Disclosure  
Applications  
Made Easy



# WHY CHOOSE EasyDBS FOR YOUR DISCLOSURE APPLICATIONS

The team at EasyDBS have over 17 years experience processing Disclosure Applications for the Disclosure & Barring Service, (formally, Crimal Records Bureau).

We pride ourselves on our low costs, simple user interface and quick turn arounds.

Ensuring that your organisation receives an efficient service and value for money help us ensure your continued business.

## Low Cost, Same Great Service

We believe that our service offers great value for money. We do not charge any registration or annual fees, and only charge when an application is submitted for processing.

## EasyDBS Developement Team

EasyDBS owns the platform used to process our DBS applications. We also employ a team of technicians that continually work to ensure that the system remains online at all times.

## System Features

Keeping ahead of our competitors is cruical to ensuring that you receive the best product and service. Over the last 17 years, using suggestions from our clients, we have added valuable features to our application platform.

## E-RB Broker Platform

Our system can be used as an e-bulk broker platform with fully branded front interface. Email us at [brokierenquiries@easydbs.co.uk](mailto:brokierenquiries@easydbs.co.uk) for more information.

# EasyDBS Features

## Faster E-Bulk Submission

Applications submitted by EasyDBS use the Disclosure & Barring Service's electronic submission service, known as E-Bulk. This allows us to ensure that each application is accurate and significantly reduces processing time.

## Client Account User Management

The EasyDBS platform has been developed for both large organisations with multiple locations and small single site organisations. Features such as multi-user access, restricted level access, departments and central finance mean that EasyDSB is scalable with your organisation.

## Comprehensive Payment Options

Our system allows either the applicants to pay for their own applications, or for organisations to pay for applications upon submission. Organisations can even pre-purchase application credits ensuring applications can be submitted as soon as they are ready .

## Reporting Module

The EasyDBS platform includes a reporting module allowing organisations to quickly produce detailed pdf documents. These reports cover finance, application specific reports and monthly reconciliation data. We are also happy to discuss custom reports for your organisation.

## Easy Applicant Creation

Applicants are created from within the client account using just the applicant's name and email address. Once created the applicant will receive an email containing login details. Organisations will receive email status updates for each application.

EasyDBS MAKES  
PROCESSING  
APPLICATIONS SIMPLE

REGISTER YOUR  
ORGANISATION AT

[WWW.EASYDBS.CO.UK](http://WWW.EASYDBS.CO.UK)

# SIX EasyDBS STEPS



## CREATE APPLICANT

Creating your applicants is the first step. You will simply log in to the Application Management system using your unique login credentials and navigate to the 'Create Applicants' menu option. Here you will enter the applicant's name and email address. Your applicants will then receive their unique application login details by email



## APPLICANT COMPLETES FORM

The Application Form is divided into 4 easy to complete sections. Each section uses validation rules. This ensures that the information provided is accurate and free from errors prior to being submitted for processing. This way we help to ensure applications are not returned or rejected by The Disclosure & Barring Service



## CONFIRM APPLICANTS IDENTITY

This step requires your applicant to present themselves to you with their identity documents. Each document must be selected in the Application Management System. Once the correct number and combination of documents have been entered, you will be able to submit the application for processing



## VERIFY AND SUBMIT APPLICATION

Once the applicant's identity has been confirmed you will be able to select the options for the application such as Standard or Enhanced, with or without Barring List Checks. You will then be given a final summary of the application before submission for processing.



## PAYMENT

EasyDBS offer BACs Bank transfer, online Card Payment or Paypal. You may also make use of our credits system whereby applications are bulk purchased in advance allowing team members to use these credits when they require without having to request payment of invoices from central finance teams.



## APPLICATION STATUS UPDATES

EasyDBS will keep you and your applicants informed on the status of applications as they complete each stage of processing. Once an application has been fully processed you will receive an email advising you that a results snapshot has been made available within your applicant management area. Applicants will receive their certificates to their current registered address.

WHICH DBS  
CHECK IS RIGHT  
FOR YOUR  
APPLICANTS?

Easy DBS offer the three main types of DBS Application, Standard, Enhanced and Volunteer. Only organisations can request these types of DBS Application on behalf of an employee or volunteer. Legislation in England and Wales currently does not allow individuals or self employed persons to apply for themselves.

### **Standard Applications**

A Standard DBS Application will check the applicant for any spent or unspent convictions, cautions, final warnings or reprimands. In order that the applicant is eligible for a Standard DBS they must be undertaking a role as listed in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Included in this list are a number of positions covering a variety of professions and licenced activities. For further information we always advise checking the DBS Website for further information.

### **Enhanced Applications**

An Enhanced DBS Application will check the applicant for any spent or unspent convictions, cautions, final warnings or reprimands along with any relevant details held by the applicants local police authorities. An Enhanced Application may also include a check of the Child and/or Adult Barring List subject to the applicant's position being eligible. In order that the applicant is eligible for a Enhanced DBS they must be undertaking a role as listed in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and Police Act 1997 (Criminal Records) Regulation. Included in this list are a number of positions covering a variety of professions and licenced activities. For further information we always advice checking the DBS Website for further information.

### **Volunteer Applications**

A Volunteer Application can be either a Standard or Enhanced Check for a person as defined by the Police Act 1997 (Criminal Records) Regulations 2002 as being engaged in unpaid activities, (other than expenses), which aims to benefit a third party other than a close relative. Volunteers must not be on a trainee position that will lead to full time paid employment and must not receive payment for their work. Should a volunteer later become a paid member of staff, a new application is usually requested.





Register at  
[www.easydbs.co.uk](http://www.easydbs.co.uk)



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