

# DBS (Disclosure and Barring Service) Checks

## Overview

DBS checks are designed to help organisations make safer recruitment decisions by identifying individuals who may be unsuitable for certain areas of work, especially those which may involve contact with children or other vulnerable members.

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**See if a DBS check is needed for your role using the eligibility guidance and the eligibility tool**

[DBS eligibility guidance - GOV.UK](#)

[Find out which DBS check is right for your employee - GOV.UK](#)

## If a DBS check is needed

DBS checks are available through Bolton Council. Please contact them by email [hrcorporate@bolton.gov.uk](mailto:hrcorporate@bolton.gov.uk) for more information on their options of both face to face and online checks.

DBS checks are also available from Salford CVS. Contact their team by calling 0161 787 7795 or emailing [dbs@salfordcvs.co.uk](mailto:dbs@salfordcvs.co.uk). Please see the Salford CVS DBS Checklist on our website to find out what information and evidence of identification is needed.

## Administration fees

DBS checks are free for volunteers, however, there is a fee for paid staff. There is also an admin fee for every application. Admin fees vary from organisation to organisation so you should contact them first to find out how much it will cost.

## DBS Update Service

The [DBS Update Service](#) allows applicants to keep their DBS certificates up to date and allows employers to check a DBS certificate. The service is for standard and enhanced DBS checks only.

You must register for the Update Service within 30 days of the certificate being issued. The fee for this is £16 per year or it is free for volunteers.

### Contact the DBS Service

Regional Outreach team email: [DBSregionaloutreach@dbs.gov.uk](mailto:DBSregionaloutreach@dbs.gov.uk)

General email: [customerservices@dbs.gov.uk](mailto:customerservices@dbs.gov.uk)

Customer Services phone number: 03000 200 190

## Further Sources:

[DBS Guidance Leaflets](#)

[DBS checks: The process explained](#)

[DBS eligibility guidance](#)

[Eligibility guidance for enhanced DBS checks](#)

[Filtering rules for DBS certificates](#)

[How do DBS and the police work together?](#)