

# 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**

<https://www.gov.uk/government/collections/dbs-eligibility-guidance>  
<https://www.gov.uk/find-out-dbs-check>

### **If a DBS check is needed**

Bolton CVS works in partnership with Salford CVS as an Umbrella Body Agency (who carry out the checks). To arrange a DBS with Salford CVS please contact the team by calling 0161 787 7795 or emailing [dbs@salfordcvs.co.uk](mailto:dbs@salfordcvs.co.uk)

Checks can be done by making a face to face appointment with the Salford CVS team at their office in Eccles, or you can have a form posted out to your home address and have the check completed by video call.

Please see the Salford CVS DBS Checklist on our website to find out what information and evidence of identification they will need.

## Administration fees

DBS checks are free for volunteers and there is a fee for paid staff. There is also an admin fee for every application. Please contact [Salford CVS](#) to find out about the current costs.

## 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 can apply for the Update Service within 19 days of the date on your certificate. The fee for this is £13 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?](#)