

Digital DBS checks: an employer's guide

The first step in any Disclosure and Barring Service (DBS) check is an identity check for the applicant. If you're an employer making DBS checks on applicants today, you have a choice about the identity guidelines which you follow to do this: Digital identity guidelines which rely on the services of a Certified Identity Service Provider (IDSP) or the manual 'three route' ID checking process which involves manual document checks.

Previously, the identity verification process was only possible by seeing physical documents from your applicants. However, the government has now updated DBS guidance to allow employer to use digital ID verification technology provided through a certified IDSP.

If you're considering introducing digital identity checks to support your DBS process, read our latest guide:

What is a DBS check?

A DBS check allows employers to check a candidate's criminal record and is processed by the Disclosure and Barring Service (DBS). The check helps employers make suitable recruitment decisions and prevents unsuitable people working with vulnerable groups. In some sectors, a DBS check is a legal requirement, particularly when working with vulnerable people, such as in healthcare or childcare. The check was previously called a CRB check.

There are different levels of DBS checks depending on the requirements of the role, and each show a varying level of detail on the candidate.



Basic DBS Check

Shows unspent convictions and conditional cautions held on a criminal record. Anyone can request a basic DBS check, including individuals and employers, and it is often used as part of the pre-employment check.



Standard DBS Check

Shows both spent and unspent convictions, as well as any cautions, reprimands and warnings present on the individual's criminal record. A standard check is required by a range of roles, including those working in financial positions.



Enhanced DBS Check

Shows the same information as a standard DBS check, but also includes any relevant non conviction information obtained by police forces. An Enhanced check is required for people working under a regulated activity, such as those working with vulnerable groups.



Enhanced with barred lists

Shows the same information as an Enhanced DBS check plus whether the applicant is on the list of people barred from doing the role.

Verifying identity for DBS

As part of a DBS application, you first need to confirm the identity of the applicant, along with their current address. Since late 2022, an employer can choose to do this either physically or digitally.

The identity documents which an applicant needs to provide as proof of identity may change, depending on the validation route which you choose. For example, if your applicant holds an in-date British passport, they can rely just on that document alone to complete digital identity validation but would need to present the passport in combination with other documents such as a driving licence and bank statement if they're following a non-digital route.

The latest ID checking guidelines for manual and digital identity checks are available here: <https://www.gov.uk/government/publications/dbs-identity-checking-guidelines>

Digital (GPG45) identity profiles for DBS

Employers don't have to use digital identity verification but if they choose to do so, it must be undertaken by a certified Identity Service Provider (IDSP). The IDSP must be certified against the government's digital DBS Scheme and be able to make identity checks which reach the required level of confidence. For a DBS Basic check, this is a Medium Level of Confidence and for Standard and Enhanced DBS checks, this is a High Level of Confidence.

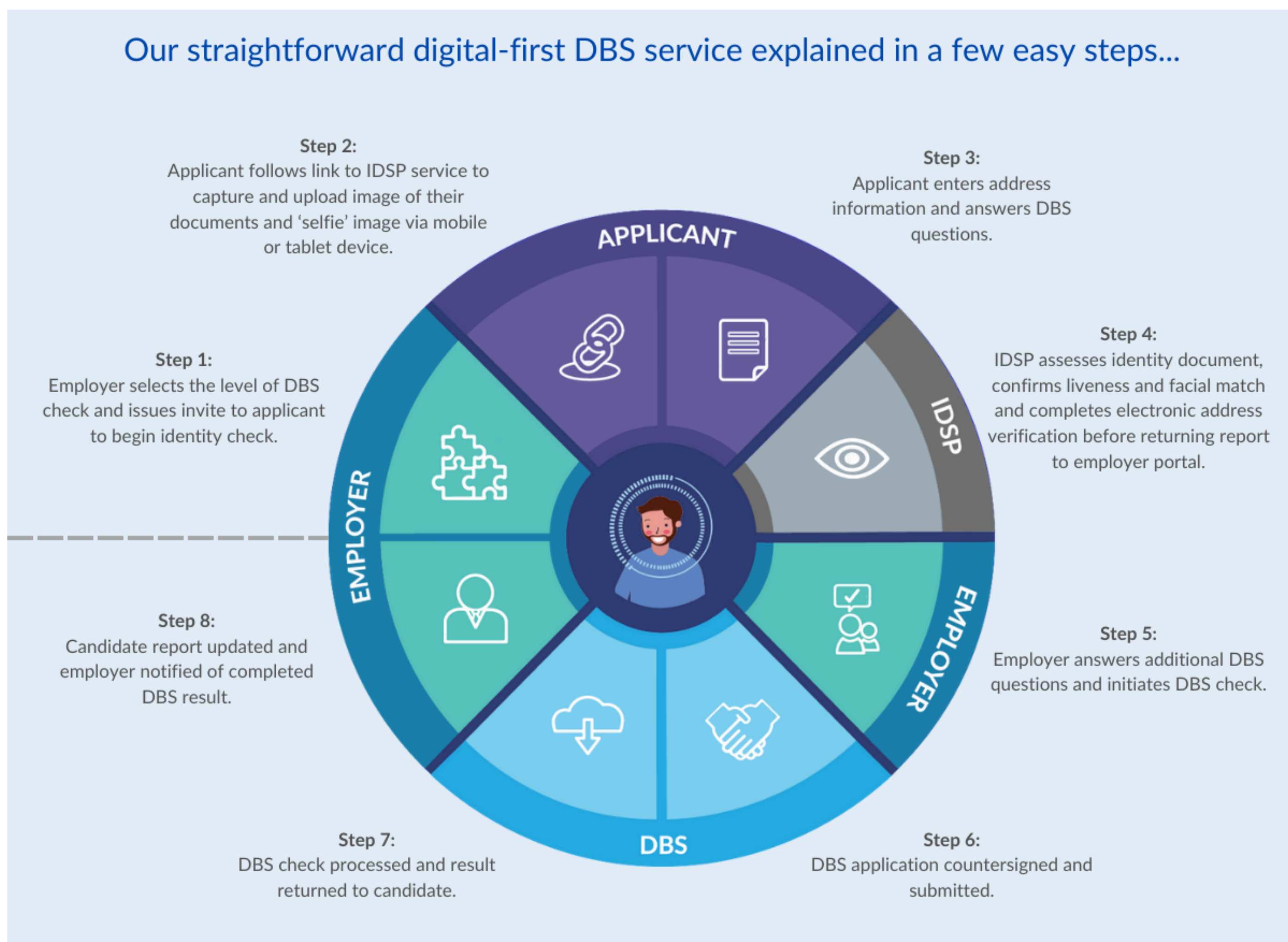
The different ways you gather and check evidence from an applicant to reach a specific level of confidence are called 'identity profiles'. Not all IDSPs offer the same number of identity profiles, which means some providers will offer candidates more flexibility and less friction than others. For example, some identity profiles can be met by opening the RFID chip in a document and requires the employee to download an app and others can be met without installing anything but require a different combination of documents. A breakdown of TrustID's services is below:

How the TrustID services meet DBS scheme requirements

Type of Checks	Basic DBS Check	Standard/Enhanced DBS Check	Standard/Enhanced DBS Check	
Verification Services Included	Digital Identity Check and Electronic Address Check			
Required Level of Confidence	Medium (M1A)	High (H1A)	High (H2B)	
RFID Chip Opening	Not Required*	Required	Not Required*	
Number of Documents	1	1	2	
Document Type	Biometric Passport Or Biometric EU / EEA Identity Card	Biometric Passport Or Biometric EU / EEA Identity Card	(Primary)	(Secondary)
			Biometric Passport Or Biometric EU / EEA Identity Card	UK BRP or UK, EU & EEA Driving Licence Or ICAO Compliant Passport

How does a digital DBS check work?

Our straightforward digital-first DBS service explained in a few easy steps...



Using a single, straightforward validation process, the applicant can provide proof of identity and address details. This gives them a smooth and streamlined experience without needing to attend a face to face meeting.

TrustID is a certified IDSP for the Digital DBS and Digital Right to Work Schemes. So, if required, candidates are able to complete both a digital Right to Work check and a digital DBS check by using the same Guest Link.

A digital identity report can either be downloaded and shared with your DBS provider or submitted through the employer dashboard provided by TrustID.

To find out more about TrustID Right to Work checks, [visit our website](#).

Why should you consider digital identity validation for DBS?

A digital check allows applicants with applicable proof of identity to verify their identity and prove their identity remotely, instead of presenting physical documents to you as an employer.



Streamlined process

Capturing proof of identity and address from your applicants is very straightforward. By following a link to our validation service, they can share their identity documents, a selfie image and their address information as well as providing the personal information which DBS requires. You can even combine a digital DBS and Right to Work check in a single process.



Positive candidate experience

Your candidates can access the validation service whenever and from wherever it suits them. They don't need to book an appointment to come and visit your premises to carry out a face-to-face check.



Speed up checks

A robust remote identity and address check kicks off the DBS process more quickly. Identity validation results are typically returned to the TrustID service within just a few minutes and if the candidate has provided incomplete or incorrect information, you can correct it before the DBS check is submitted.



Secure, robust checks

TrustID has been independently assessed and certified against DBS and Home Office guidelines to ensure a secure check and compliant service. We are ISO9001, ISO27001, ISO27701 and CE plus certified.



Cost effective process

The low per-candidate charge to conduct a digital check outweighs the admin cost of

For more information about digital identity validation, please get in touch.

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t: 0118 228 0939

www.trustid.co.uk



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Is TrustID a certified Identity Service Provider (IDSP)?

TrustID became a certified IDSP in June 2022. To become certified, an IDSP must demonstrate their compliance against the trust framework rules, alongside any requirements specific to the particular Schemes, e.g. the DBS or RtW Scheme. At TrustID, we have the technology to deliver on the confidence levels specified in the DBS Scheme - Medium Level of Confidence (MLoC) and High Level of Confidence (HLoC), and the Right to Work (RtW) Scheme - Medium Level of Confidence (MLoC). For digital DBS checks, employers must use a certified IDSP.

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Can we combine a digital DBS and RtW check?

The UK Government announcement confirms that IDVT can be used for both digital DBS and RtW checks. So, for eligible applicants, employers will be able to combine DBS and RtW checks and eliminate the need for applicants to supply physical documents multiple times.

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Both Basic DBS and RtW checks will require a Medium Level of Confidence (MLoC) check. Standard and Enhanced DBS checks require a High Level of Confidence (HLoC).

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How long does a DBS check take?

A DBS check can take a varying amount of time, depending on the level of check requested.

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The average times from the point of countersigning are; Basic: 1-2 days, Standard: 2-7 days and Enhanced: 7-12 days. It's important to note that checks can always take longer than the average return time due to a range of factors.

A digital check can, however, reduce the amount of time it takes to get a candidate into the application process. There's no need to spend time scheduling a face-to-face appointment or risk a candidate coming to an appointment with incorrect documents. A digital check will highlight any problems with the applicant's information instantly.

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How much does a DBS check cost?

A DBS check comprises different elements:

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A government fee which will be applied at the same cost, no matter how you make your DBS application. More information about government DBS fees can be found on the government website. Standard, Enhanced, and Enhanced with Barred Lists DBS checks don't incur a government charge for volunteer checks but Basic DBS checks always involve a government fee, even for volunteer roles.

An admin fee which is the charge for processing the check. This will vary depending on the provider and usually the volume of checks which you process.

An identity document validation charge if you choose to work with an IDSP. The TrustID service is charged on a pay-per-validation model with a purchase of credit bundles which are valid for 24 months. If you would like more information on TrustID pricing, [please get in touch](#).

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What are eligible roles?

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Employers can request a DBS check for any job, but they must have a lawful basis for doing so. There is no eligibility requirement for a basic DBS check. However only certain roles or types of work are eligible for a Standard, Enhanced or Enhanced with Barred List DBS check. As an employer considering asking a person to apply for a Standard or Enhanced DBS check, you are legally responsible for making sure the job role is eligible. [The government have put together more information about eligibility for the different levels of check on their website.](#)

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Where can I find out more?

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For the latest DBS guidance, please [visit the Home Office website](#).

If you'd like to find out more about our DBS service, you can [read additional information on our website](#). Or get in touch with our expert team: enquiries@trustid.co.uk | 0118 466 0822

Disclaimer: This is not legal advice. If you need help with making sure you are complying with the law, you should speak to a legal adviser.