




DBS Process Chart for Member Organisations



• The member organisation will carry out an eligibility check to find out if a basic, standard or enhanced DBS is required for the individual. RVS can support the organisation with this if required.




• The member organisation requesting the DBS check will send the individual's email address to RVS with confirmation of their permission to share.




• RVS will send the link to the online form from SVS Ltd to the individual for them to complete.




• Once the individual submits the form, RVS will contact them to arrange a suitable time to come in to the RVS offices with their ID documents.




• RVS will carry out the ID verification with the individual using the SVS Ltd checklists




• **Basic Checks:** the data owner is the individual so they will receive a copy of the paper certificate rather than the member organisation. RVS will see a copy of the certificate on the SVS Ltd system and inform the organisation that it has been completed. If there are any unspent convictions it will be up to the individual to inform the member organisation. In such cases RVS will not be able to see the unspent convictions on the SVS Ltd system.



• **Enhanced Checks:** the data owner is the member organisation not the individual. RVS will send the certificate to the organisation. It is up to the organisation to share it with the individual.



• RVS will invoice the organisation. Refer to the separate cost sheet for the varying prices.



• Note that after 6 months the certificate for basic checks will be automatically deleted from the SVS system but enhanced checks stay on the system indefinitely.