

## COVID-19 Fast-track DBS applications - instructions

Full information about COVID-19 Fast Track DBS checks and instructions on how to submit them are here: <https://dbsdirect.co.uk/covid-19-dbs-checks.php>

The key points on how to complete the DBS Application Form to obtain them are as follows:

### **1. POSITION APPLIED FOR:**

This **must** be prefixed with the words "COVID" for example it should state "COVID CARER" or "COVID SUPPORT WORKER".

**Note:** If the applicant did not do this, let us know in the "Additional Information" field available to you in Section Y of your Application Manager section.

### **2. SECTION Y MUST be completed as follows:**

- Application Type: **ENHANCED**

- Workforce: **CHILD AND ADULT**

- Are you entitled to know whether the applicant is barred from working with adults: **"YES"**  
\*\*must be Yes for all COVID-19 applications

- Are you entitled to know whether the applicant is barred from working with children: **"YES"**  
\*\*must be Yes for all COVID-19 applications

- **Is Volunteer:** **"YES"** \*\*must be Yes for all COVID-19 applications. This is the indicator the DBS are using to charge the reduced rate. Under the current systems, this is the only way they can do this - if you select "No" you will be charged the full non-volunteer rate

- **DBS Adult First Check Required:** **"NO"** \*\*this will be automatically included in the searches

#### **Important Note:**

If DBS applications are not completed in line with these instructions, they will NOT be processed as a Fast-track check and you will NOT be charged the Reduced Fee; the full fee for a Paid DBS application will be payable.

**If you are in any doubt whether you have completed a DBS Application Form correctly, please leave a note for us confirming that it is a COVID-19 DBS check, in the "Additional Information" field in Section Y of your Application Manager section.**