

**BRCC's Disclosure and Barring Service (DBS) administration fees which will take effect from: 1<sup>st</sup> April 2014:**

<b>Application Type</b>	<b>DBS/BRCC Handling</b>	<b>DBS Fee Inc BRCC Admin charge inc VAT</b>
Paid Employees  Enhanced DBS check Only  (Payment on invoice)	Enhanced DBS check processed £44.00 + BRCC admin fee £25.00 + VAT	£74.00
Paid Employees  Standard DBS Check Only  (Payment on Invoice)	Standard DBS check processed £26.00 + BRCC admin fee £25.00 + VAT	£56.00
Volunteers  Enhanced DBS check Only  (Payment on invoice)	Enhanced DBS check (DBS Fee FOC) processed free of charge up to 5 per financial year then £15.00 + VAT per application thereafter	£18.00
Paid employees and Volunteer applications  Forms returned containing errors / omissions (payment on invoice)	£12.00+VAT for each application that has to be returned or amended due to omissions or errors	£14.40
Level 2 Identity verification Checks for paid staff and volunteers (payment on invoice)	£7.50 plus VAT for each level 2 check carried out	£9.00

**IMPORTANT NOTE: DBS policy now states that if you fail to correctly indicate that you require a check for a volunteer at Section X-68 of the application form, you will be charged without exception. No credits will be given.**