



## Charging Structure for DBS Checks – September 2017

	<b>CNCA Members</b>
DBS Registration	Free
DBS Checks (Volunteers)	£5 Admin Fee
DBS Checks (Staff)	(£44 + £5) = £49
DBS Error Fee where form needs to be returned	Free

	<b>3rd Sector</b>
DBS Registration	Free
DBS Checks (Volunteers)	£15 Admin Fee
DBS Checks (Staff)	(£44 + £15) = 59.00
DBS Error Fee where form needs to be returned	£3.00

	<b>Private Sector</b>
DBS Registration	Free
DBS Checks (Volunteers)	£20 Admin Fee
DBS Checks (Staff)	(£44 + £20) = 64.00
DBS Error Fee where form needs to be returned	£5.00

	<b>One Off DBS</b>
DBS Checks (Volunteers)	£25 Admin Fee
DBS Checks (Staff)	(£44 + £25) = £69.00
DBS Error Fee where form needs to be returned	£5.00

**Please note that the processing of DBS Application Forms will only start once payment has been received. If the Application Form or ID Documents are incorrect, a further Administration Charge may apply according to your Membership of CNCA. Queried DBS Application Forms will be held on file for three months; after this period they will be destroyed and a new Application Form will have to be completed if the DBS check is still required.**