

Disclosure and Barring Service (DBS) and the Ministry of Justice

Electronic DBS

Annual Renewal Service:

TBW accept electronic notifications if a linguist is on the Annual Renewal Service; the process is that TBW admin and compliance team complete the online check directly for the linguist on <https://www.gov.uk/dbs-update-service> .

TBW encourages everyone to be on the Annual Renewal Service as it is also cheaper for them (£13 per year).

New DBS submission:

For linguists not on the renewal service, TBW request the DBS annually. Electronic (email) confirmation is accepted provided the DBS is completed via DDC Ltd. The process is that the linguist completes the DBS via DDC Ltd, TBW will receive electronic notification and update the linguist's profile.

TBW do not accept the online confirmation for new DBS from other umbrella bodies as there is insufficient information provided via electronic notification to evidence that the MOJ vetting requirements are met.

The DBS final certificate is always requested when utilising a different umbrella body. The process is that TBW will contact the linguist to request the final DBS certificate and to forward this on to TBW. The certificate is retained for 6 months In line with government guidance.

17th November 2021