

## APPLYING FOR A DISCLOSURE & BARRING SERVICE CHECK

We strongly recommend that you ask your PA or Carer to apply for a Disclosure & Barring Service Check. If you are receiving your Direct Payment through Wiltshire Council's Children & Families, your PA will have to apply as your funding will not be released until the clearance is in place.

The PA should complete a DBS Application Checklist, available from us, to ensure they have all the information required. Please phone us and we can email or post one to you.

Your PA should provide certified copies of 3 proofs of identity – acceptable documents are listed on the checklist. Here is a link on 'How to certify a Document' - [www.gov.uk/certifying-a-document](http://www.gov.uk/certifying-a-document)

As an employer, you may see the original ID and certify the copies yourself.

WCIL will check the evidence of the ID provided and process part of the application. The PA will receive an invite to complete the final part of the process. The PA may contact WCIL if they have any queries or problems in this respect.

**Please telephone 0300 1233 442 and select Option 1**

We have published a [Privacy Notice](#) explaining what you and the DBS applicant can expect us to do with your personal information when you use our services. This Privacy Notice was updated in February 2023.