**ONLINE DISCLOSURE SERVICES** 

**At the end of the month Disclosure services will invoice the group for the applications that have been processed at the cost of £6 per application.**

**Disclosure Services will complete the check and a certificate will be sent to the individual within a couple of weeks after the submission. The certificate holder can then bring this into the group to be checked.**

**The nominated person at the group will then receive an email to say a form has been completed. They can then use their admin log in to view the form, make any amendments and submit to Disclosure services.**

**The individual is given a password and username to log onto Disclosure services and complete a form. They cannot go back to this form so will have to put aside 10-20 minutes to complete all the way through.**

**They show the nominated person at the group their 3 forms of ID and an ID validation sheet is completed. This should be kept in group records for between 3-6 months.**

**Individual requires a DBS check**