

COMPLETING THE ON-LINE DISCLOSURE AND BARRING SERVICE (DBS) APPLICATION FORM

All doctors, dentists and opticians must undergo an Enhanced DBS check when they apply for inclusion in a Performers List in Wales. All pharmacists, pharmacy technicians and pharmacy healthcare professionals must undergo an Enhanced DBS check when they apply for their initial enhanced service accreditation. There is no charge to the applicant for this service.

COMPLETING THE FORM

Please note the following important points when completing your on-line DBS application form:

- When accessing the on-line form using the following link (<https://disclosure.capitarvs.co.uk/chegs/>) you will be required to select Standard/Enhanced DBS application to submit an application.
- When accessing the on-line form you will be asked to input an 'Organisational Reference' and an 'Organisation Code'. For Organisational Reference please use 'NWSSPPCS' (uppercase) and for Organisation Code please use 'NHS' (uppercase).
- When asked to provide information on the 'Position Applied for' please enter one of the following (please note that abbreviations are not acceptable)
 - General Practitioner
 - General Practitioner Registrar
 - Dentist
 - Dental Foundation Trainee
 - Optician
 - Ophthalmic Medical Practitioner
 - Pharmacist
 - Pharmacy Technician
 - Pharmacy Healthcare Professional
- You will be required to attend in person to have your documents and application form validated. This face to face interview must be undertaken within 3 months of completing your on-line DBS form. Failure to attend within 3 months will be considered as 'application withdrawn' and your on-line form will be removed from the database.
- Only when your documents have been validated at the face to face interview will the form be sent to the DBS for processing. The DBS will normally take between 3 - 14 days (approx) to process your application.
- Transgender applicants should contact the DBS Transgender Line on

0151 676 1452 or email sensitive@dbs.gsi.gov.uk for further advice about completing the form.

If you need to obtain any further advice on the completion of the DBS Disclosure application form please contact the appropriate NHS Wales Shared Services Partnership office as follows: -

- *General Medical Practitioners*- Tel: 01495 300780/300733/300779 or e-mail nwssp-primarycareservices@wales.nhs.uk
- *General Dental Practitioners*- Tel: 01792 860452 or e-mail nwssp-primarycareservices@wales.nhs.uk
- *General Pharmaceutical Practitioners*- Tel: 01792 860438/860410 or e-mail nwssp-primarycareservices@wales.nhs.uk
- *Opticians or Ophthalmic Medical Practitioners*- Tel: 01495 300780/300733/300779 or e-mail nwssp-primarycareservices@wales.nhs.uk

DBS UPDATE SERVICE

Applicants that subscribe to the DBS 'Update Service' will be required to provide their latest original DBS certificate plus supporting identity documents (as detailed below). You will be asked to provide written consent to enable a DBS status check to be undertaken when you attend for your face to face interview.

Further information on how to subscribe to the DBS Update Service can be found at: <https://www.gov.uk/dbs-update-service>.