



Manual Disclosure and Barring Service (DBS) checks can be a costly and labour intensive exercise. Our online Disclosure and Barring Service (DBS) Check was designed with this in mind and is fast, secure and easy to use. We firmly believe that this service will be more cost effective than your existing solution, whether that is in-house or with a 'third party'. The DBS online portal has built in functions to enter, validate and submit basic, standard and enhanced DBS checks, as well as External ID validation and provides you with the reports you need to track progress of each case.

Key Features

- All forms accessible online, including DBS disclosure form
- Controlled levels of administration in configuring system
- Controlled levels of authorisation for verification
- Personalised e-mail alerts for non-completion of forms by applicants
- Automated e-mail alerts for applicants and verifiers at relevant stages of the process
- All passwords generated at random for applicants, login details verified via e-mail
- Flexibility in creation of web content via content management system
- Ability to customise system to match chosen colour schemes
- Troubleshooting FAQ section available for users
- Production and creation of reports via report suite, including recording paper applications
- Electronic submission of online DBS form to national DBS via [Employmentcheck.org.uk](https://www.employmentcheck.org.uk)
- Automatic logging of results and receipts from the DBS

Key Advantages

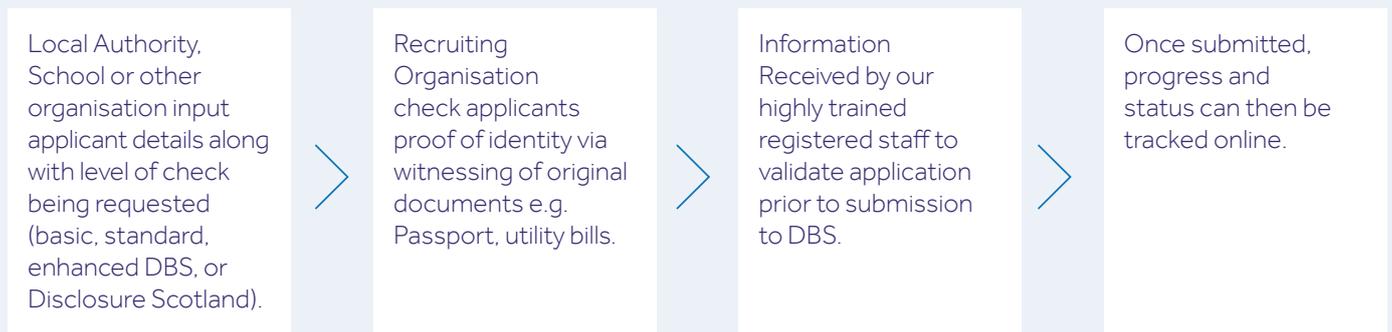
- Sophisticated online system
- Greatly reduced data error due to auto-validation of information
- No paper application forms to complete and no postage required
- Easily accessible via the web on a PC, laptop or web-enabled phone
- Faster receipt of disclosures
- Effective on-boarding support
- Experience of working with both public sector and commercial organisations
- Professional, friendly and experienced staff
- 80% processed with 48 hours as this is a massive improvement
- 0% error rate as the tool checks the data in real time

Direct Debit Payments

We offer the ability for organisations that use the portal to pay their invoices monthly by Direct Debit. This will reduce your administration costs by ensuring that payment of bills is managed automatically. As a Direct Debit customer you are automatically protected by these important safeguards:

- An immediate money back guarantee from your bank in the event of an error in the payment
- Advance notice detailing the amount of your Direct Debit and the date the payment will be taken from your bank account
- The Direct Debit Guarantee protects you and your money. It's offered by all banks and building societies that take part in the scheme
- The right to cancel at any time

Process



Pricing

One off Portal set up fee of £1,500 if you require your own portal or £500 if you utilise Liberata's existing portal.

On-going simple volume based charges which consist of:

- **The relevant DBS fee currently:**
- **Standard £26**
- **Enhanced £44**

Plus just a £10 handling charge for each check submitted via the portal.

Get in touch

Get a quote today and identify the savings from using this solution by email at connect@capacitygrid.com or by phone on **0207 378 3799**. We look forward to hearing from you.

