

Agreement between West Midlands Care Association (WMCA) and the Organisation named below

WMCA is registered with the Disclosure and Barring Service as an Umbrella Body and the Employer wishes to utilise this service. The Employer should be aware that the DBS Application

This form is a legal document and fraudulent completion carries a risk of 6 months in Prison

- The Employer will examine all the evidence documents to ensure they are not fraudulent and keep a copy in the personnel files
- The responsibility for verifying the identity of the applicant remains with the Employer.
- The Employer will have a Policy Statement on the Secure Storage, Handling, Use, Retention and Disposal of Disclosure information. With the applicant consent, photocopies of the paper Disclosures should be kept for a maximum of 12 months for inspection by the CQC.
- The Employer will comply with the Code of Practice for Registered Persons and other recipients of Disclosure Information.
- WMCA reserves the right to withdraw the service if it feels the Employer is not following the agreed conditions.
- The Employer shall ensure that all Computers that will be used for applying for electronic disclosures have up to date virus checking software. All passwords must be secure and only used by the named individuals they are allocated to.
- By Completing Box 58 on the Paper Application form or ticking the box electronically you accept full responsibility that the evidence seen complies with the latest guidelines produced by the Disclosure and Barring Service

The agreement comes into immediate effect following the signing by both parties. Payment for this service is by Direct Debit only

Please complete the boxes below, sign and return to us, by email or post to use our DBS Service.

Organisation Name:	
Telephone Number:	
Main Contact Name:	
Main Contact Job Title	
Main Contact Email Address:	
Signature: X	Date:
Address and Postcode	
We recommend that you have at least one other named contact to access the online system (there is no limit to the number of users you may have but each user must be set up individually with their own email address).	
2nd Contact Name:	
2nd Contact Email Address:	
2nd Contact Job Title	
3rd Contact Name:	
3rd Contact Email Address	
3rd Contact Job Title	
On Behalf of West Midlands Care Association:	
Signature:	Date: