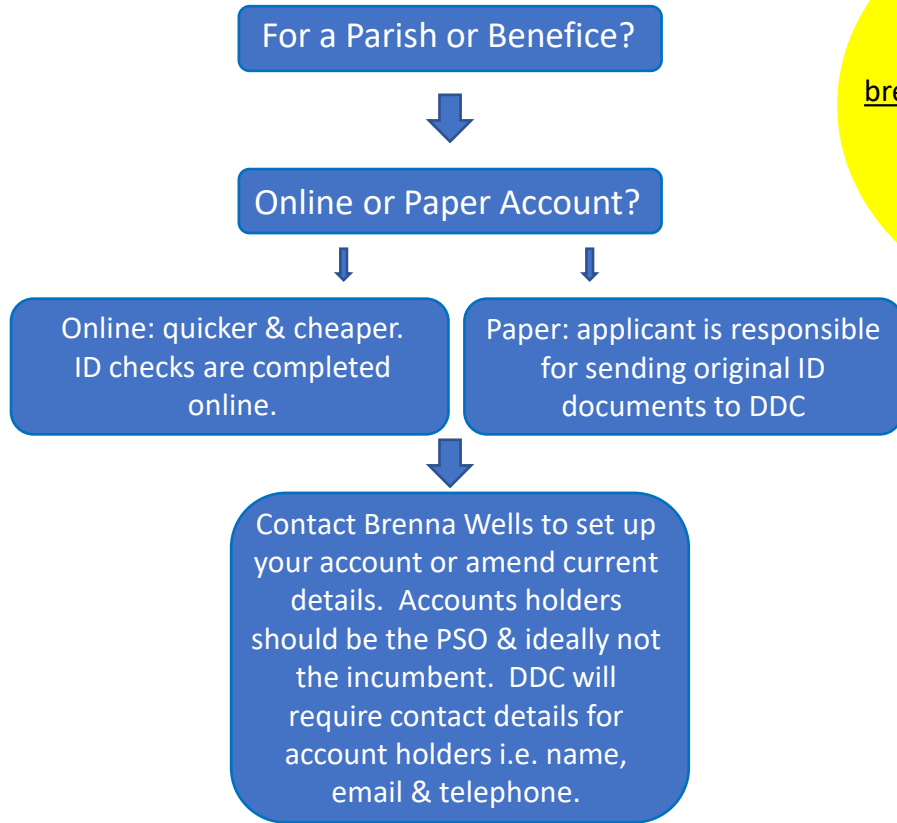


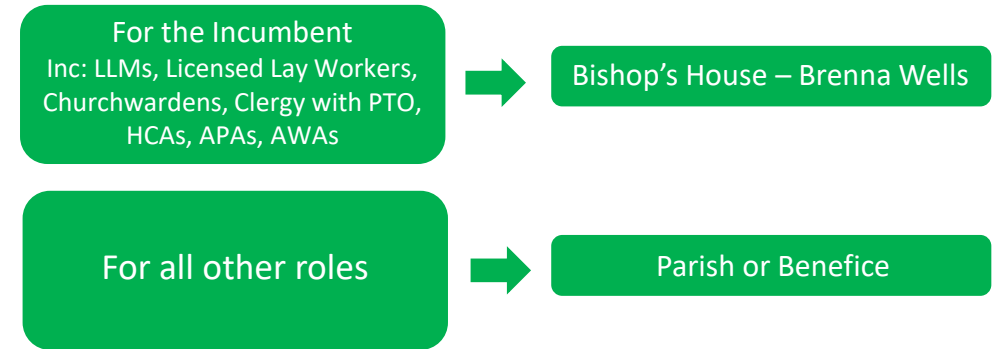
## Setting up a DDC (Due Diligence Checking) account to complete DBS checks



**Contacts**  
 Brenna Wells  
 Safeguarding Administrator  
[brenna.wells@dioceseofnorwich.org](mailto:brenna.wells@dioceseofnorwich.org)

DDC Ltd  
[www.ddc.uk.net](http://www.ddc.uk.net)  
 Tel: 0845 6443298

## Who is responsible for processing & payment of the DBS application?



## Who needs a check and at what level?

Please refer to Safer Recruitment & other important guidance here:  
[DBS checks & recruitment — Diocese of Norwich](#)

Service and Disclosure Type	DDC Fees (ex. VAT)	DBS Fee (VAT exempt)	Total (inc. VAT where applicable)
<b>ONLINE ACCOUNT</b>			
Basic DBS Disclosure	£12.00	£18.00	<b>£32.40</b>
Standard DBS Disclosure	£12.00	£18.00	<b>£32.40</b>
Enhanced DBS Disclosure	£12.00	£38.00	<b>£52.40</b>
Volunteer DBS Disclosure	£12.00	Free	<b>£14.40</b>
<b>PAPER ACCOUNT</b>			
Basic DBS Disclosure	£20.00	£18.00	<b>£42.00</b>
Standard DBS Disclosure	£20.00	£18.00	<b>£42.00</b>
Enhanced DBS Disclosure	£20.00	£38.00	<b>£62.00</b>
Volunteer DBS Disclosure	£20.00	Free	<b>£24.00</b>

Correct as at 1<sup>st</sup> October 2023