



DBS Enhanced Disclosure Application Process

To be listed on the Ophthalmic List, an applicant must hold a Disclosure and Barring Service (DBS) Enhanced Disclosure Certificate, (with both Children's and Adults Barred Lists checked) dated within the last 3 years.

If the applicant is registered with the DBS Update Service, they should provide a copy of their most recent DBS certificate that is registered to the Update Service.

If the applicant does not hold a DBS Enhanced Disclosure Certificate dated within the last 3 years, the applicant should follow the steps outlined below:

1. Go to:

<https://disclosure.capitarvs.co.uk/chegs/>

2. Select "start application" under the section "Standard/Enhanced DBS application"

3. Use the following information where prompted:

Organisational Reference: NWSSPPCS

Organisation Code: NHS

The codes are case sensitive and should all be entered in Uppercase.

4. Complete all sections with your personal details, ensuring you declare all names you have been known by since birth and all addresses you have resided from within the last 5 years.

Failure to disclose all names and addresses can result in your application being rejected.

5. When asked to provide information on the "Position Applied for" please enter one of the following which is relevant to your job role:

- Optician
- Ophthalmic Medical Practitioner
- Student Optometrist

Please note that abbreviations are not acceptable, Optician is to be used by Optometrists and Dispensing Opticians.

6. Submit to NWSSP-PCS via [email](#) copies of three identity documents, details of which can be found [here](#).

Please ensure that your ActionPoint number is included in the 'subject line' of the email.



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Gwasanaethau Gofal Sylfaenol
Shared Services
Partnership
Primary Care Services

7. Arrange a video call with an NWSSP Officer, at which you will be required to present your original ID documents to the camera.

Only when your documents have been validated on the video call will your application be submitted to the DBS for processing. The DBS will normally take between 3 - 14 days (approximately) to process your application.

8. Once you have received your DBS certificate in the post, submit a copy of the certificate (all pages, front and back) to NWSSP-PC, by sending a clear image to:

nwssp-primarycareservices@wales.nhs.uk.

DBS Update Service

If you are not registered with the DBS Update Service and are interested in registering, please see the [information sheet about the service](#). Please note Local Health Boards are not currently mandating the uptake of this service and this is therefore provided for information only.