e-Bulk process overview

1. The Registered Body (RB) processes the application, validating the identity and collecting the required information.

2. The RB organises applications into batches (a maximum of 50 applications per batch) and sends them electronically to DBS. More than one batch may be submitted per day.

   Batches of application acknowledgements and results will also normally be returned by DBS, to the RB only, on a daily basis

3. DBS applies a two-stage validation to each batch:
   • The first stage checks the validity of the batch as a whole and may reject the entire batch
   • If the first stage is passed, the second stage applies business rules to each applications and either accepts or rejects each application individually

   Reasons for rejection will be given.

4. The RB receives and acts on the rejection of the batch or receives and processes application acknowledgements.

5. The RB can continue to use our online tracking service to check on the progress of e-applications.

6. The application fee is charged as normal to the RB account.

7. DBS despatches results to the RB electronically, unless they have opted not to receive electronic results:
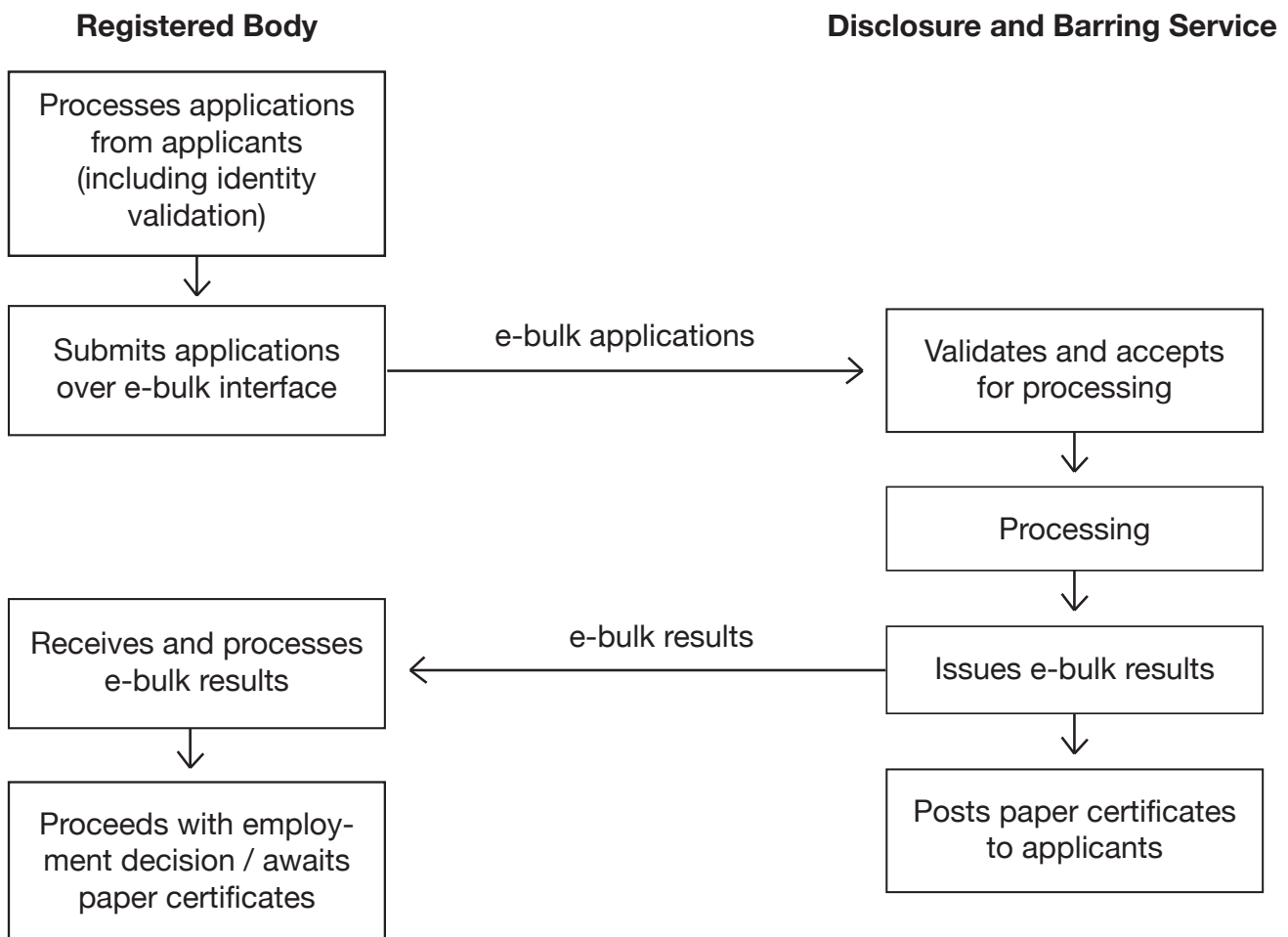
   Where the DBS certificate contains information, the e-RB will receive electronic notification to await the paper certificate.

   Where all fields on the DBS certificate are blank, the e-RB will receive electronic notification that will contain the words 'Certificate contains no information.' The e-RB can produce one copy of the notification as set out in the e-Bulk Inerchange Agreement.

   In all situations, the applicant will receive a paper certificate. The RB then makes the employment or licensing decision.

e-Bulk technical overview

Registered Body

- Processes applications from applicants (including identity validation)
- Submits applications over e-bulk interface
- Receives and processes e-bulk results
- Proceeds with employ-ment decision / awaits paper certificates

Disclosure and Barring Service

- Validates and accepts for processing
- Processing
- Issues e-bulk results
- Posts paper certificates to applicants

e-bulk applications

e-bulk results

e-Bulk technical overview

The e-bulk service is offered as an electronic interface between DBS and each e-RB. Use of the e-bulk service is achieved by passing electronic messages across this interface.

All messages that pass over the e-bulk interface are in the form of XML (eXtensible Markup Language) files. An XML Schema Definition defines the precise valid file format for each message type and must be used to validate each message.

RBs submit applications by populating and sending the correct message type, in an automated way, from data held in their own systems, and their systems will take appropriate actions based on the electronic responses received. Applications are submitted in batches, each batch being transmitted in a single electronic message.

Connectivity requirements

Electronic messages will be exchanged by the transfer of data files using FTPS (a secured extension to FTP) over an internet connection using FTP (File Transfer Protocol) over the Public Services Network (PSN).

What technical and non-technical documents will be provided?

Interface specification documents

These define the details of how to use the interface provided for use of the e-bulk service in terms of the sequence of actions, the interface connectivity and message delivery protocols to be used, the interface message format definition and rules, and message integrity assurance.

Non-technical documents

These describe the procedures, requirement and selection criteria concerned with rolling out the e-bulk service to RBs and provisioning them for use of the service.

Agreements

These collectively set down the agreement between DBS and the e-RB, governing the use of the e-bulk service, including terms and conditions of use, agreed procedures, and the relevant responsibilities of each party.

Overwriting packages

DBS has not produced, tested, licensed or approved any of the various overwriting packages, and these have not been included in the consideration of the service.