

11<sup>th</sup> June 2013

**Department:** Consumer Protection and Business Compliance  
**Contact Name:** M Sagar  
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**Our Ref:** NEW APPLICANT  
**Your Ref:**

Dear

I am writing to make you aware that there are important changes to the Disclosure and Barring Service (DBS), previously CRB, coming into effect 17<sup>th</sup> June 2013.

From 17<sup>th</sup> June 2013 the DBS will only send disclosure certificates to applicants.

You must bring your DBS certificate to the Licensing Office within 28 days of the date the certificate was issued. ***It is important to remember that it is NOW YOUR responsibility to make sure you produce your certificate on time.*** The Licensing Team have no legal obligation to remind you to produce your certificate.

Failing to produce your certificate within this time will result in you being referred to the Licensing Sub-Committee with a recommendation that your badge is suspended until you produce the certificate.

Further changes to the DBS checking service will be communicated to you at a later date.

Yours sincerely,

Melanie Sagar  
Licensing Officer  
Consumer Protection and Business Compliance