

When you request a DBS check for a PA working with anyone over 18 we will send a link to your PA for them to complete a form - including submitting evidence.

They then need to call in to see us so we can verify their identity (just a 5 minute visit). This is then confirmed and the DBS should be completed within the week.

Best practice is to renew every 3 years. The PA has the option of joining the annual update service but this must be done within a month of receiving the initial DBS.

Thank you for using our services and if you have any questions, do not hesitate to contact us.

DBS Fees

Per PA	For external clients	£90
Per PA	For Parkside Payroll clients	£80