DDC

DUE DILIGENCE CHECKING

Pricing Schedule
Due Diligence Checking Ltd

Onboarding

Registration and set-up are free of charge.

Services	DDC fee (Subject to processing volumes)
Account Setup	Free of charge
Users Setup	Free of charge
Online System Training	Free of charge
Quick Start Guide	Free of charge

Pre-employment checks

DDC provide a premium pre-employment checking service by offering bespoke packages to accommodate your requirements. Individual checks are tailored to ensure the applicant is suitable for the role on offer, for example, a minimum number of references is required. Compliant packages to ensure specific standards are met are also available, such as BPSS and BS7858.

The pre-employment checks available include but are not limited to:

Criminal record checks	Government fee (no VAT)	DDC fee (excluding VAT)				
		1-99 checks	100 – 499 checks	500-999 checks	1000 – 1999 checks	2000 + checks
Basic DBS check	£21.50	£14.00	£12.00	£11.00	£9.50	£8.50
Standard DBS check	£21.50	£14.00	£12.00	£11.00	£9.50	£8.50
Enhanced DBS check	£49.50	£14.00	£12.00	£11.00	£9.50	£8.50
Volunteer DBS check (enhanced/standard)	Free of charge	£14.00	£12.00	£11.00	£9.50	£8.50
DBSAF check	£6.00	£4.00				
Disclosure Scotland basic	£25.00	£12.00	£11.00	£10.00	£9.50	£8.50
Disclosure Scotland PVG (scheme membership)	£59.00	£20.00	£19.00	£18.00	£17.00	
Access NI basic	£18.00	£20.00	£19.00	£18.00	£17.00	

Access NI standard	£18.00	£20.00	£19.00	£18.00	£17.00
Access NI enhanced	£33.00	£20.00	£19.00	£18.00	£17.00
Disclosure Scotland PVG update	£18.00	£20.00	£19.00	£18.00	£17.00
Disclosure Scotland PVG Volunteer	Free of charge	£20.00	£19.00	£18.00	£17.00
Digital Identity for DBS	N/A	£4.00		£3.00	

Pre-employment checks	DDC fee (excluding VAT)
Two employment references	£26.00
References – Three years	£40.00
References – Five years	£45.00
References – Six years	£55.00
Employment gap - Verification	£15.00
Right to Work	£10.00
Adverse credit check	£10.00
Qualification check	£12.00
Professional membership check	£12.00
Identity check (electronic)	£10.00
PEPs and sanctions check	£12.00
Directorship check	£12.00
Essential social media check	£42.00
Premium social media check	£47.00
Adverse media check	£30.00
International criminal record check	£43.00 - £319.00
Teacher sanctions check (TRA)	£12.00

Compliance packages	Government fee (no VAT)	DDC fee (excluding VAT)				
		1-99 checks	100 – 499 checks	500-999 checks	1000 – 1999 checks	2000 + checks
BPSS	£21.50	£80.00	£73.00	£68.00	£63.00	£58.00
BS7858	£21.50	£134.00	£120.00	£115.00	£110.00	£105.00

Account management

DDC provide a dedicated account management function in addition to the support available through the experienced Customer Service Team.

Services	DDC fee per annum (Excluding VAT)
Bronze account management	£500.00
Silver account management	£1,000.00
Gold account management	£1,500.00

Prices provided are per a check, please contact us for volume discounts. Please also contact the team to discuss additional checks required that are not mentioned above.

Costs are subject to these terms:

- All prices are subject to VAT with the exception of government fees.
- The prices listed do not include any additional fees out of our control. For example, costs to verify a qualification or to obtain a reference.
- Should a paper form be used to obtain data, there are additional data entry costs.
- Overseas references are subject to an additional £10.00 admin fee.
- Qualification checks and professional membership checks are priced per qualification/ membership. Additional qualifications and/or professional memberships are charged per check.