

## **DBS Update Service**

From 17<sup>th</sup> June 2013, you can subscribe to the new Update Service when you next apply for a DBS check, and you may never need to apply for another one again.

The benefits to you are:

- One DBS Certificate is all you may ever need.
- Take your DBS Certificate from role to role within the same workforce.
- You are in control of your DBS Certificate.
- It is free for volunteers.

### **Step 1**

- Have you applied for a DBS check or was your DBS Certificate issued in the last 19 days? If 'yes', you can join the Update Service and apply online at [www.gov.uk/dbc](http://www.gov.uk/dbc). You will receive a unique ID number, which you must keep safe and not share with anyone, as you will use this to access your Update Service account online.

### **Step 2**

- Select whether you are applying with your DBS application form or with your DBS Certificate.

### **Step 3**

- Agree to the Terms and Conditions of the service and then enter your personal details – these must match those on your application form or DBS Certificate.

### **Step 4**

- Answer the question 'Does the above application/DBS Certificate relate to a voluntary position?'

### **Step 5**

- If the application form/DBS Certificate was issued for a voluntary position the subscription is free-of-charge.

### **You have now joined the Update Service, and can:**

- View the reference details of any applications and/or DBS Certificates linked to your subscription.
- View the Update status of any DBS Certificate linked to your subscription.
- Amend your contact details.
- Add and remove applications and DBS Certificates.
- All applications and DBS Certificates attached to your subscription must be in the same name.
- View the details of any organisations that have made a Status Check of your DBS Certificates.
- Cancel your subscription.
- Renew your subscription annually (this facility is only available 30 days prior to your subscription expiring).
- View the status and expiration date of your subscription.