



DBS Update Service

Save money, join now!

- Apply online - it's quick and easy!
 - No need to reapply if you need multiple checks, within the same workforce, where the same type/level of check is required
 - Keep your certificate up-to-date for only £13 per year
 - Free for volunteers
 - Renew your Update Service subscription annually
-

Don't miss out:

- Join at the earliest opportunity - register when you apply for your DBS check!
 - If you wait until you've received your certificate, you'll have 30 calendar days to subscribe, from the date your certificate was issued
-

Here's how to join:

- Note your application form number - this can be found in the top right-hand corner of the form:

--	--	--	--	--	--	--	--	--	--
- Use the application form number to join the Update Service at **www.gov.uk/dbs-update-service**
- When you register, make a note of your Update Service ID number and keep it safe: **C**

--	--	--	--	--	--	--	--	--	--
- You can also use your application form number to track the progress of your DBS check application at **www.gov.uk/dbs**

Important information

Before answering question e55 on the DBS application form, follow these simple steps:

Do you need to answer ‘yes’ to question e55?

If you have criminal convictions, read the criminal conviction filtering guidance before answering question e55, here:

www.gov.uk/government/collections/dbs-filtering-guidance

Make sure you understand what question e55 is asking, and that you’re sure of how to answer the question

Be sure you’re not sharing information about your criminal information that you are not required to

Check the list of offences that will be filtered, so you’re informed about whether to disclose your criminal information

Why is it important to read this guidance?

On 29 May 2013, legislation came into force that allows certain old and minor convictions to no longer be subject to disclosure - you need to understand how this affects you and whether you need to disclose your criminal information.

Certain old and minor convictions will be filtered out, and no longer disclosed on a certificate.

All cautions and convictions for specified serious violent and sexual offences, and other specified offences concerned with safeguarding children and vulnerable adults, will remain subject to disclosure.

To be sure of how this affects you, make sure you read the DBS filtering guidance before answering question e55 on the application form.

Visit our website and search for our filtering guidance: **www.gov.uk/dbs**