



## Update Service application checklist



Completed the correct [workforce and position applied for](#) in lines one and two of field x61 within the 60 character limit



Directed the applicant to our website to [join the Update Service](#)



Provided the disclosure application form reference number or e-reference receipt to the applicant, so that they can immediately apply to join the Update Service and [track the progress of their application online](#)



Made sure that we receive the Disclosure application form from you within 28 days of the applicant joining the update service with their application form reference number



Made the applicant aware that if they join the update service using their DBS certificate number, they only have 30 calendar days to do so from the date the certificate was issued –with day one being the date of issue



### DBS application form reference / e-reference receipt

- Track the progress of your application at [www.gov.uk/db](http://www.gov.uk/db)
- Use your application form reference number to join the update service at [www.gov.uk/db-update-service](http://www.gov.uk/db-update-service)
- **Important:** if you wait to join the update service with your DBS certificate you only have 30 calendar days to join from the date that the certificate was issued - the first day being the date of issue.

Reference number.....

Date application submitted.....