



Disclosure &
Barring Service

DBS Update Service

Applicant preview

www.gov.uk/dbs

October 2013

Version 2.2

Introduction

The DBS has produced this document to give you a preview of the Update Service.

What can I find in this guide?

- background on the Update Service
- how you and your employer can benefit
- how you access the Update Service
- online screen previews and a step-by-step guide

Where can I find more information?

For further information and to join the Update Service go to www.gov.uk/dbs-update-service.



Background

One DBS Certificate is all you may ever need

You can now subscribe to the Update Service when you next apply for a DBS check, and you may never need to apply for another one again. For a small annual subscription of just £16 (free for volunteers) you can have your DBS Certificate kept up-to-date and take it with you, from role to role, within the same workforce, where the same type and level of check is required. By subscribing to the new service you could save yourself time and money depending upon how many DBS checks you have needed in the past.

Important

Ask the person who submits your application for the application form reference number so you can subscribe to the Update Service when you apply for your DBS check. If you wait to subscribe with your DBS Certificate number you must use it within 14 days of the resulting DBS Certificate issue date.



How you and your employer can benefit

Benefits to you:

- Saves you time and money.
- 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.
- Get ahead of the rest and apply for jobs DBS pre-checked.



How you and your employer can benefit

Benefits to your current or future employer:

- Instant online checks of DBS Certificates.
- No more DBS application forms to fill in.
- You may never need to apply for another DBS check for an employee again.
- Less bureaucracy.
- Saves you time and money.
- Enhances your safeguarding processes and may help to reduce your risks.
- Easy to incorporate into your existing suitability decision-making processes.



How you access it

The Update Service is an online service. You can join when you next apply for a DBS check.

Where?

Subscribe and log in at www.gov.uk/dbs-update-service.

How?

Subscribing is quick and simple. Enter your application form reference number or DBS Certificate number, name, date of birth and address and pay the subscription fee.

If you use your DBS Certificate number you must use it within 14 days of the date of issue of the resulting DBS Certificate.



Online screen previews

Step 1: Subscribe and log in



Disclosure &
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The Update Service



Welcome to the Update Service. Subscribing to this Service reduces the need to apply for multiple Certificates when you move from one job to another in the same workforce or when a recheck is required.

Organisations can carry out a quick online Status check to see if an individual's Certificate is still up to date – saving you both time and money.

Log in

Log in to maintain your subscription, manage your Certificates, update your contact details and payment details.

Update Service ID

Date of birth

Log in

[What is this?](#)

DD/MM/YYYY

Subscribe to the Update Service?

You can join the Update Service at the same time you apply for a DBS check or within 14 days of the date of issue printed on your Certificate.

Helpline: 0870 90 90 811

[Subscribe to the Update Service](#)

[Y Fersiwn Cymraeg](#) | [About the Update Service](#) | [Terms and Conditions](#)

You can
subscribe or
log in to your
account from
this screen.



Disclosure & Barring Service

Online screen previews

Step 2: Subscribing

You'll need your application form reference number or Certificate number to subscribe.



Disclosure &
Barring Service

The Update Service



Would you like to subscribe to the Update Service? This service reduces the need to apply for multiple Certificates when you move from one job to another in the same workforce or when a recheck is required.

Organisations can carry out a quick, online Status check to see if an individual's Certificate is still up to date – saving you, both time and money.

By subscribing to this service you will be able to:

- Add / Remove DBS Applications / Certificates
- View the organisations who have checked the status of your Certificate(s)
- Amend your contact and payment details

Subscribe.

All fields are mandatory unless stated as optional

Surname

Gender

Please select

Date of birth

(DD/MM/YYYY)

Email address

[Why do you need my email address?](#)

Confirm email address

Mobile phone number (optional)

Application reference

1234567890

Application form

Disclosure &
Barring Service

Form Ref
1234567890

PO Box 110,
Liverpool L69 3EF



Disclosure & Barring Service

Online screen previews

Step 3: Online payment



All fields marked * are mandatory

Amount £77.00

Card Number

Expiry Date

Please enter your security code

Security Code

Continue

Note: Click on the "Make Payment" button to complete your payment.

Make Payment

Security Code

Additional Information

All fields marked * are mandatory

Name as on card

Address 1

Address 2

Address 3

County

Country

Postcode

Continue

Payment Confirmation Page

You are about to make a payment for the transaction shown below. Please check that these details are correct and then either click on the "Make Payment" button to continue with your payment or click on "Back" if any details need to be amended.

Once you click on "Make Payment" your transaction will be authorised on-line. This will typically take about six seconds but various factors can affect the actual time taken. Please refrain from clicking on any other browser buttons or navigating to other sites while this process takes place. If the process stops responding for any reason then we recommend that you simply close your browser.

Purchase Details

Please check that the purchase details below are correct.

Description	Reference	Name	Price
Subscription to Update Service			£16.00
Total			£16.00

Card Details

Please check that your card details are correct

Card Number *****0217

Card Holder Bob Layne

Make Payment

Back

The subscription fee is paid securely and online from your account.



Online screen previews

Step 4: Subscription confirmation

Your subscription has been confirmed

Thank you. Your request to join the Update service has been accepted. Your subscription has been confirmed via email when your Certificate is issued. We will contact you using the email address you have provided in your subscription details.

Please print or make a note of this reference now as it will not be provided again.

Update service ID C11111111

Important: This ID and your DOB are required to access your account this should not be given to anyone else

Your subscription will last for 12 months from the issue date displayed on your Certificate. You can now manage your account online which includes;

- Add / Remove DBS Applications / Certificates
- View the organisations who checked the status of your Certificate(s)
- Amend your contact and payment details

Don't forget you can track the progress of your application at [online-tracking](#)

You must keep your Update Service ID safe and you must not reveal it to your employer.

You cannot use your Update Service ID number to access online tracking



Online screen previews

Step 5: Renewal options

You can choose to automatically renew your subscription when you join, if you don't you will receive a subscription renewal email before your subscription ends.

Automatic Subscription Renewal

When your subscription expires do you consent to the Disclosure & Barring Service automatically renewing it using the credit/debit card details shown below?

PLEASE NOTE

You can cancel your subscription at any time. You will be sent an email notifying you that the subscription will automatically renew using this card before any fee is taken. If you do not consent to automatic renewal then you will be issued with a payment reminder by email. If you allow your subscription to expire then you will have to rejoin the Update Service and apply for a new Certificate.

Card Number *****0217
Card Holder Bob Layne
Expiry Date 11/12

Yes No



Online screen previews

Step 6: Attaching and removing Certificates

You can attach any number of Certificates to your account in case you need different ones for different roles.

[Subscriber name]

Contact details

Email address

ann.other@something.com

[Change](#)

Correspondence address

9999 Another Terrace

Someplace

Sometown

Someshire

United Kingdom

SOT 5ME

[Change](#)

Mobile phone number

012340 567 890

[Change](#)

Applications and Certificates

Application	Certificate	Certificate issue date	Level of check	Application status	Update status	Remove?
54545456465	545454564	01/01/2013	Enhanced	Printed	Blank/No New Info	<input type="checkbox"/>
77777777777	545454564	02/01/2013	Enhanced	Printed	Blank/No New Info	<input type="checkbox"/>
45454354545	545454564	03/01/2013	Standard	Printed	Blank/No New Info	<input type="checkbox"/>

[Add a new Application or Certificate](#)

[Remove Selected](#)

[View who has carried out a Status check on your Certificates](#)

Subscription

Status	Expiry Date
Active	10/05/2013

[Renew Subscription](#)

[Cancel Subscription](#)



Online screen previews

Step 7: View Status Checks

You'll be able to see the organisations that have carried out Status Checks on your Certificate(s) and when.

Certificates checked

Showing 1 - 10 of 600 items

Items per page: [10](#), [25](#), [50](#), [100](#), [250](#), [500](#)

Organisation	Employer	Certificate	Date of last check	Total checks
ACME Corporation	Ged Webley	12125584251	01/01/2013	1
ACME Corporation1	Ged Webley	12125584251	02/01/2013	6
ACME Corporation2	Ged Webley	12125584251	03/01/2013	1
ACME Corporation3	Ged Webley	12125584251	04/01/2013	1
ACME Corporation4	Ged Webley	12125584251	05/01/2013	1
ACME Corporation5	Ged Webley	12125584251	06/01/2013	1
ACME Corporation6	Ged Webley	12125584251	07/01/2013	1
ACME Corporation7	Ged Webley	12125584251	08/01/2013	1
ACME Corporation8	Ged Webley	12125584251	09/01/2013	1
ACME Corporation9	Ged Webley	12125584251	10/01/2013	1

