



Update Service



Guidance for applicants

The DBS Update Service has been available to use since 2013. It is a system which means that applicants can transfer their DBS Disclosure certificate to another organisation without having to get another DBS Disclosure certificate for the next organisation. DBS Disclosure certificates can only be re-useable or portable if the workforce and product are exactly the same for the role that the applicant wishes to undertake.

It is free for volunteers to join. You cannot use a volunteer certificate for a paid job.

Applicants can join in two ways on line at www.gov.uk/dbs-update-service:

Option 1 - the DBS recommend applicants register with the Update Service once your **DBS certificate has been received** in the post. You will need to use the **certificate number** (shown on the certificate) to do this. However, be aware this must be **completed within 30 calendar days of the certificate issue date**.

Option 2 - you can register with the Update Service when your application is **in progress**. You will need your DBS application form reference number which changes from an **F** number into an **E** number when processed online via the Ebulk system (once it has been received at the safeguarding office). **Please contact the safeguarding team to ask for your E number if you wish to pursue option 2 (01604 723514 or 723516)**.

Applicants are then given a subscription ID number which needs to be retained. Subscription to the Update Service is automatically renewed annually and the applicant is notified via email. The Conviction and Barring information is kept regularly updated.

Applicants can keep their certificates up to date online and the system allows employers to check a certificate online. Applicants can also view any checks that have been carried out against their certificate.

When applying for a renewal or re-check, applicants would not need to complete a new purple DBS application form (although ID verification and the completion of a safeguarding self-declaration form are still required).