

When you apply and receive your DBS you are also able to sign up to the DBS update service.

Signing up to this service means you can save **TIME** and **MONEY** as you do not need to apply for a new DBS check each time you change jobs or roles.

You will need to renew the subscription each year to maintain access to the service and keep the DBS certificate up-to-date, but we think it's well worth it!

See below the process and how to do it.

1

Initial DBS Check

To use the DBS Update Service, you must first apply for a new DBS check with your employer or alternative facilitator (eg. Kirklees Council). Once the initial DBS check is completed, a DBS certificate is issued.

2

Subscription

Once you've received the certificate, you can choose to subscribe to the Update Service. This must be done within 30 days of the certificate's issue date. It costs £13 for the annual subscription (Aug 2023)

3

Certificate Updates

Once subscribed, you have access to the online DBS Update Service portal. Here any new information, such as changes to the DBS certificate, will be automatically updated on your online DBS Update Service account. What a time saver!

4

Certificate Sharing and Employer Checks

You now have the flexibility and freedom to share your up-to-date DBS certificate with potential employers and organisations using your unique DBS update service number. This allows the employer to check the validity and status of your DBS certificate online.