



Disclosure & Barring Service

A HANDY GUIDE TO THE ONLINE DBS UPDATE SERVICE

When you are issued a DBS for a role, using the DBS update service, 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 do need to renew their subscription each year to maintain access to the service and keep their DBS certificate up-to-date, but we think it's well worth it!

See below the process and how to do it.

Initial DBS Check

01

To use the DBS Update Service, you must first apply for a new DBS check with your employer or organization - as usual. Once the initial DBS check is completed, a DBS certificate is issued.

Subscription

02

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.

Certificate Updates

03

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!

Certificate Sharing and Employer Checks

04

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.