

# INFORMATION ABOUT THE DBS UPDATING SERVICE

## Register

You need to [register for the Update Service](#).

It costs £13 per year and you can pay by debit or credit card. **There's no charge if you're a volunteer.**

### If you are in the process of getting a standard or enhanced DBS check

You will need your application reference number (called 'form ref' on your application form).

DBS must receive your application form within 28 days.

You can use the [DBS tracking service](#) to check the progress of your DBS certificate.

### If you already have a standard or enhanced DBS certificate

You will need your certificate number. You must register for the Update Service within 30 days of the certificate being issued.

### For basic DBS checks

For basic checks, [register for an online services account](#) instead of using the Update Service.

## Sign in

Once you've registered, you can [sign in to the Update Service](#) to:

- add or remove a certificate
- give employers permission to check if anything's changed on your certificate
- see who's checked if anything's changed on your certificate
- view your details

You'll be able to take your DBS certificate from one job to the next, unless:

- an employer asks you to get a new certificate
- you need a certificate for a different type of 'workforce' (for example, you have an 'adult workforce' certificate and need a 'child workforce' certificate)
- you need a different level certificate (for example, you have a standard DBS certificate and need an enhanced one)

The employer can tell you what DBS certificate they need you to have.

## Renew your subscription

A subscription to the Update Service lasts for one year.

You can renew your subscription through the Update Service, either:

- when you first register, by choosing automatic renewal
- up to 30 days before your current subscription ends - but you cannot renew on the last day of your subscription

[Sign in to your account](#) to renew your subscription.

If you do not renew your subscription before it ends, you'll need to apply for a new DBS check and [register for the Update Service](#) again.

When you register, this is the form you will see.



**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 must be completed unless stated as optional

**Surname**

**Gender**

**Date of birth**DD/MM/YYYY

**Email address**

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

**Mobile phone number (optional)**

**Application reference**[What's this?](#)[Use my Certificate number instead](#)

**Does the above Application/Certificate relate to a voluntary position?**

The DBS defines a volunteer as:

A person engaged in an activity which involves spending time, unpaid (except for travel and other approved out-of-pocket expenses), doing something which aims to benefit some third party other than, or in addition to, a close relative.

For guidance on what qualifies as a voluntary position [see here](#).

or [Cancel](#)