

The DBS Update Service

A guide for individuals

If you are the DBS contact for your society please pass this onto your society members so they can take advantage of the update service.

If you are the DBS contact for your society please read through this factsheet and request or download a copy of 'The DBS Update Service: A Guide for Societies'.

NODA members can now join the new update service when they next apply for a DBS check. This will mean you may never need to apply for another one again. For a small annual fee of just £13 (**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 joining the new service you could save yourself a lot of time and money depending on how many DBS checks you have needed in the past.

You can join the update service online at www.gov.uk/dbs-update-service.

Benefits to you

- Saves time and money
- One DBS certificate is all you may ever need
- Take your DBS certificate from role to role within the same workforce (very handy if you are a member of two or more societies)
- You are in control of your DBS certificate

Benefits to your organisation **(in this case your society)**

- Instant online checks of DBS certificates
- No more DBS application forms to fill in
- They may never need to apply for another DBS check for a volunteer or employee again
- Less bureaucracy
- Saves time and money
- Enhances safeguarding processes and may help to reduce risks
- Easy to incorporate into existing suitability decision-making processes

What else you need to know

The DBS no longer automatically issue a copy of your DBS certificate to the Registered Body (NODA) who countersigned your DBS application form. Employers and recruiting organisations will need to ask you for sight of your DBS certificate. This is to give you greater control over your information.

How to join the update service (society members)

Step 1

You can join the update service by using the application form reference number or the reference number on the DBS certificate within 19 calendar days of its issue. Go to <https://www.gov.uk/dbs-update-service> to join the update service.

Step 2

Please read the instructions carefully and enter all the required information. Enter your date of birth in DD/MM/YYYY format.

Select whether you are applying with your DBS application form reference or with your DBS certificate number.

Check you have entered the exact application form reference or DBS certificate number.

Ensure you do not enter any spaces after you type your information.

Step 3

Your personal details must match those on your application form or DBS certificate.

Agree to the terms and conditions of the service.

Step 4

Answer the question 'Does the above application/DBS certificate relate to a voluntary position?' **Step 5**

Make payment for joining (**not applicable for volunteers**). A payment confirmation screen will confirm whether payment was successful.

If the application form/DBS certificate was issued for a voluntary position the update service is free-of-charge.

You have now subscribed to the update service. Please make a note of your **unique ID number** and keep it safe. You should not share this ID number with anyone else because you will use it to access your update service account online. If you have joined with your DBS application form reference number your subscription will start from the date of issue printed on your DBS certificate.

What you get

When you join, you'll get an online account that lets you:

1. Take your certificate from one job to the next.
2. Give employers permission to check your certificate online, and see who has checked it.
3. Add or remove a certificate. Please visit and read the detailed guidance for applicants online at **www.gov.uk/government/publications/dbs-update-service-applicant-guide**.