



## Only One result to be issued, No Registered Body copy

### Applicant-only DBS certificates

**From 17<sup>th</sup> June the DBS will** no longer issue a copy of the applicant's DBS certificate to the Registered Body.

Employers will need to ask applicants for sight of their DBS Certificate. Registered Bodies, however, will still be able to ask us for a copy of an applicant's DBS Certificate but only if **all** of the following apply:

- The individual is subscribed to the Update Service; **and**
- The employer has carried out a Status Check which revealed a change to the DBS Certificate; **and as a result**
- The individual has applied for a new DBS check as the result of a change to an existing DBS Certificate; **and**
- The DBS issued the new DBS Certificate to the applicant more than 28 days ago; **and**
- The applicant has not shown the employer their new DBS Certificate.

If the applicant raises a dispute on the new Certificate, the DBS will not issue a copy to the Registered Body until 28 days after the dispute is resolved.

Applications can be tracked on line via the home office website <https://secure.crbonline.gov.uk/enquiry/> using the form reference number (F00...) and the applicant's date of birth. At the end of each day you will receive email notification from UK Umbrella Service, it will contain a list of all applications received that day along with the details required to track each one

**FOR RESULTS ISSUED AFTER THE 17<sup>TH</sup> JUNE YOU WILL NO LONGER  
RECEIVE PAPER COPIES IN THE POST**