



## Update Service

### What is it?

This new subscription service lets individuals keep their DBS Certificates up-to-date so they can take it with them when they move jobs or roles. You, as an employer, can then carry out free, online, instant checks to see if any new information has come to light since the Certificate's issue – this is called a Status check.

### Why are the DBS launching it?

One of the government's priorities is to overhaul the criminal records regime to give individuals greater control of their own information, allow DBS Certificates to be reused when applying for similar jobs and reduce the burden of red tape on employers.

### Who can carry out a Status check?

You don't have to join the Update Service, or pay a fee, to check a DBS Certificate. You must however have the individual's consent, be legally entitled to apply for a DBS certificate of the same type and level as you are going to check, and the individual must be subscribed to the Update Service. When you make a Status check, you need to confirm that you're entitled to carry it out and are able to comply with our Code of Practice. If you are unsure, please go to [www.gov.uk/dbs](http://www.gov.uk/dbs) for more information and guidance.

### What do you need to do to carry out a Status check?

- Have the applicant's consent either verbally or in writing.
- See the original Certificate to check it is the same type and level as you are legally entitled to, make sure that the right checks have been carried out and see what, if any, information was disclosed about the applicant.
- Check the person's identity.
- Check the name on the DBS Certificate matches this identity.
- Note the DBS Certificate reference number, the person's name and date of birth.
- Comply with the DBS Code of Practice; which includes having a policy on the recruitment of ex-offenders (a sample is available from our publications section at ([www.gov.uk/dbs](http://www.gov.uk/dbs)), and make this available to the person.

**What do the results of the Status check mean?** When you carry out a Status check, you will receive one of the following results instantly:



***This Certificate did not reveal any information and remains current as no further information has been identified since its issue.***

This means:

- The Certificate was issued blank - it did not reveal any information about the person.
- No new information has been found since its issue and it can therefore be accepted as being still current and valid.

***This Certificate remains current as no further information has been identified since its issue***

This means:

- The Certificate revealed information about the person.
- No new information has been found since its issue and it can therefore be accepted as being still current and valid.

***This Certificate is no longer current. Please apply for a new DBS check to get the most up-to-date information***

This means:

- New information has come to light since the Certificate was issued and you will need to apply for a new DBS check to see this new information.

***The details entered do not match those held on our system. Please check and try again.***

This means either:

- The individual has not subscribed to the Update Service; or
- The Certificate has been removed from the Update Service by the individual; or
- You have not entered the correct information.

**How does the applicant apply to be registered with the Update Service?**

After the 17<sup>th</sup> June the applicant will be able to subscribe to the service online via the Home Office website at [www.gov.uk.dbs](http://www.gov.uk.dbs). This must be done at the same time the paper DBS application is made and will cost an additional £13 per year. It will only apply to applications made after the 17<sup>th</sup> June, and an applicant can not register for the Update Service if they have made an application prior to the 17<sup>th</sup> June.