



APPENDIX C

Disclosure & Barring Service

DBS Update Service Applicant guide

May 2013

Contents

- 1.1 Introduction 3
- 1.2 Quick guides 5
- 1.3 Frequently asked questions 7
- 1.4 Terms, conditions and exclusions 13

1.1 Introduction

From 17 June 2013, you can subscribe to the new Update Service when you next apply for a DBS check, and you may never need to apply for another one again.

What is the DBS Update Service?

For a small annual subscription of just £13 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 subscribing to the new service you could save yourself a lot of time and money depending upon how many DBS checks you have needed in the past.

How do you access the Update Service?

From 17 June 2013 you will be able to join the Update Service online at www.gov.uk/dbs

Subscribing online is quick and simple. Just enter your application form or DBS Certificate number, name, date of birth and address and pay the subscription fee securely from your account. When your subscription is confirmed you then start to see the benefits of this new service.

Benefits to you

- Saves you time and money.
- One DBS Certificate is all you may ever need.
- Take your DBS Certificate from role to role within the same workforce.
- You are in control of your DBS Certificate.
- Get ahead of the rest and apply for jobs DBS pre-checked.

Benefits to your employer

- Instant online checks of DBS Certificates.
- No more DBS application forms to fill in.
- You may never need to apply for another DBS check for an employee again.
- Less bureaucracy.
- Saves you time and money.
- Enhances your safeguarding processes and may help to reduce your risks.
- Easy to incorporate into your existing suitability decision-making processes.

What else you need to know

To coincide with the launch of the Update Service the DBS will no longer automatically issue a copy of your DBS Certificate to the Registered Body who countersigned your DBS application form. Employers will need to ask you for sight of your DBS Certificate. This is to give you greater control over your information.

Further information

Detailed information included in this guide:

- quick guides
- frequently asked questions
- terms, conditions and exceptions

You can also find further information at www.gov.uk/dbs

1.2 Quick guides

How to subscribe to the Update Service

Step 1

- Have you applied for a DBS check or was your DBS Certificate issued in the last 14 days? If 'yes', you can join the Update Service. Go to www.gov.uk/dbs

Step 2

- Select whether you are applying with your DBS application form or with your DBS Certificate.

Step 3

- Agree to the Terms and Conditions of the service and then enter your personal details – these must match those on your application form or DBS Certificate.

Step 4

- Answer the question 'Does the above application/DBS Certificate relate to a voluntary position?'

Step 5

- Make payment for subscription fee (if relevant). A payment confirmation screen will confirm whether payment was successful.
- If the application form/DBS Certificate was issued for a voluntary position the subscription is free-of-charge.

You have now joined the Update Service.

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. If for some reason your application form is withdrawn your subscription fee will be refunded and your subscription cancelled.

Managing your subscription

If you have subscribed to the Update Service you can:

- View the reference details of any applications and/or DBS Certificates linked to your subscription.
- View the Update status of any DBS Certificate linked to your subscription.
- Amend your contact details.
- Add and remove applications and DBS Certificates.
 - All applications and DBS Certificates attached to your subscription must be in the same name.
- View the details of any organisations that have made a Status check of your DBS Certificates.
- Cancel your subscription.
- Renew your subscription (this facility is only available 30 days prior to your subscription expiring).
- View the status and expiration date of your subscription.
- Statuses explained:
 - 'Subscription status'
 - 'New' - when you apply with an application form reference number.
 - 'Subscribed' - when your DBS Certificate is attached to your subscription.
 - 'Cancelled' - if you cancel your subscription.
 - 'Expired' - if you fail to renew your subscription.
 - 'Application status' - if you subscribe with a DBS check application form.
 - 'Received' - when we receive your DBS check application form at the DBS.
 - 'Not received' - whilst we are waiting for your DBS check application form to be received.
 - 'Printed' - when your DBS Certificate has been printed.
 - 'Update status' - which shows the current status of a DBS Certificate in your account.
 - 'Non-blank/No New Info' - still current.
 - 'Blank/No New Info' - still current.
 - 'New Info' - no longer current.

1.3 Frequently Asked Questions

1. When will the Update Service start?

The Update Service becomes available on 17 June 2013.

2. How do I access the Update Service?

You can apply online to join the Update Service at www.gov.uk/dbs. You will receive a unique ID number, which you must keep safe and not share with anyone, as you will use this to access your Update Service account online.

3. When can I join?

From 17 June 2013, you can join the Update Service at the same time as you apply for your next DBS check using your application form reference number. Your form must be received by the DBS within 28 days of you subscribing. When your DBS Certificate is issued the DBS will automatically add it to your account.

4. I already have a DBS Certificate can I join the Update Service?

You can only join the Update Service if you apply for your DBS check after 17 June. If you have applied prior to this date and receive your certificate before or after 17 June, you cannot use this application or certificate to join the Update Service.

5. Who can join?

Only applicants who apply for a DBS check can join the Update Service.

Organisations do not join the service, as they can access the service online for free to carry out a Status check on an individual's DBS Certificate.

6. Do I have to join the Update Service?

No you don't, this is an optional service provided by the DBS.

Some organisations may however decide to make joining the Update Service a condition of your employment, but this will be a matter between you and your employer, not the DBS.

7. Can I join the Update Service with a manual DBS Certificate?

No. Unfortunately, as your DBS Certificate was not produced by the system you cannot link this to the Update Service. If you have received a manual DBS Certificate you will have also received a letter explaining that it is a manual DBS Certificate and not a system generated one.

8. When will my subscription start?

Your subscription will start when you add a DBS Certificate to your Update Service account, or from the date of issue of your DBS Certificate if you joined with your DBS application form.

9. How do I add a DBS Certificate to my subscription?

If you applied to join the Update Service with your application form, the DBS will automatically link the resulting DBS Certificate to your subscription. If you would like to add

further DBS Certificates you can do this by using the Certificate number printed on your Certificate within 14 days of its issue.

10. When can I allow an organisation to check my DBS Certificate?

When you add a DBS Certificate to your account it will show that you are 'subscribed'. You can then give your permission to allow an organisation to carry out a Status check.

11. How can I let an organisation carry out a Status check on my DBS Certificate?

You will need to give your consent and then show them your original DBS Certificate. They will record the DBS Certificate's 12 digit reference number and your name and date of birth. After this they will go online and carry out a Status check.

12. Is the service only available online?

Yes. The service is only available online; however, we may look to see how we can offer other ways of providing this service in the future.

13. Is there a cost to join?

Yes. To join the Update Service you must pay a small subscription fee of just £13 per year, unless you are joining with a DBS Certificate for a voluntary position.

14. How long is the subscription period?

The subscription is for 12 months so you will need to pay the fee (if applicable) every year to stay subscribed.

15. How do I pay the subscription fee?

You will only be able to pay the subscription fee by credit or debit card, from within your online Update Service account.

16. Who can pay the subscription fee?

You or someone else can pay the fee but if you are using someone else's card you must have their permission to do so.

17. Do volunteers have to pay to subscribe?

No. If you have applied for a DBS check as a volunteer ([defined by the DBS](#)) you can join the service free-of-charge.

18. Can I cancel my subscription at any time?

Yes. If you cancel your subscription the DBS will close your account and your DBS Certificate(s) attached to this account will no longer be checked for updates.

19. How many DBS Certificates can I add to my Update Service account?

You can add as many DBS Certificates as you need i.e. if you have attached a Standard Certificate to your account and then have to apply for an Enhanced Certificate you can add this one to the same account without incurring an additional subscription fee.

20. Why would I need more than one DBS Certificate?

Your employer or organisation may ask you to apply for another DBS check, if:

- They have taken the decision not to use the Update Service for Status checks
- Your DBS Certificate has been updated, is no longer current and has been removed from the Update Service.
- They may need another level or type of DBS Certificate than the one you have. E.g. you may have an Enhanced with a Adults' Barred List check not an Enhanced with a Children's Barred List check.
- The Enhanced DBS Certificate relates to another workforce.
- If you are working from home your employer may need your DBS check to reveal information about you and your address.

21. What does the Subscription status mean in my account?

New	= you have joined with a DBS application form and the DBS Certificate has yet to be issued and added to your subscription.
Subscribed	= a DBS Certificate has been added to your subscription and is now being kept up-to-date.
Cancelled	= your subscription has been cancelled.
Expired	= you subscription has lapsed as you did not renew your subscription.

22. What does the Application status mean in my account?

Not received	= we are waiting to receive your DBS application form.
Received	= we have received your DBS application form.
Printed	= your DBS Certificate has been printed.

23. What does the Update status mean in my account?

'Update status' is the status of a DBS Certificate in your Update Service account:

- Blank/No New Info = The DBS Certificate when issued was blank i.e. it did not reveal any information about you, no new information has been found since its issue and can therefore be accepted as being still current and valid.
- Non-Blank/No New Info = The DBS Certificate revealed information about you, no new information has been found since its issue and can therefore be accepted as being still current and valid.
- New Info = New information has come to light since the DBS Certificate was issued and you will need to apply for a new DBS check to see this new information.

24. Can I remove a DBS Certificate from my Update Service account?

If you have DBS Certificate attached to your account you can remove it at any time. However, once removed you cannot add it again or use the same one to create another subscription.

25. Can I change my email, mobile phone number, correspondence address, payment details?

Yes. You will need to log in to your Update Service account to do this. You can only amend your payment details within 30 days of the renewal date of your subscription and if you have selected to automatically renew your subscription.

26. How do I find out my application form reference number?

You can either contact the person who asked you to complete your DBS application form or contact the DBS on 0870 90 90 811.

27. How do I find out my DBS Certificate reference number?

The 12 digit DBS Certificate number can be found on the top right-hand side of your DBS Certificate.

28. What if I forget my Update Service reference number?

You should call the DBS on 0870 90 90 811.

29. What if I lose my DBS Certificate?

You must keep your DBS Certificate safe and secure as the DBS will not issue replacement DBS Certificates.

30. I want to subscribe to the Update Service but have not received my DBS Certificate?

If you have not received your DBS Certificate and it was issued more than 7 days ago you can request a reprint. Don't forget you must attach the DBS Certificate to your account within 14 days from the date of issue as printed on the DBS Certificate.

31. I have already subscribed to the Update Service but have not received my DBS Certificate?

If you have not received your DBS Certificate and it was issued more than 14 days ago you can request a reprint. You can use the Tracking Service at www.gov.uk/dbb to find out if your DBS Certificate has been issued and the date of issue.

32. Can I stop an organisation checking the status of my DBS Certificate?

Yes. You should contact them and withdraw your consent for any future checks. If they fail to stop they would be breaking the law by accessing data they were not entitled to see. If they persist you could remove the DBS Certificate from your account but this would also mean other organisations would not be able to carry out a Status check on it. If they persist you should contact the Information Commissioner's Office.

33. How can I find out who has carried out a Status check of my DBS Certificate?

You can see a full list of the organisations that have carried out a Status check from your online account.

34. What information will the organisation see when they carry out a Status check?

The organisation will receive one of the following results:

- This DBS Certificate did not reveal any information and remains current as no further information has been identified since its issue.
- This DBS Certificate remains current as no further information has been identified since its issue.
- This DBS Certificate is no longer current. Please apply for a new DBS check to get the most up-to-date information.
- The details entered do not match those held on our system. Please check and try again.

35. Will I be told if the information on my DBS Certificate changes?

No. If you are subscribed to the Update Service and want to check that your DBS Certificate is still current and that no further information has been identified since it was issued, you can log in to your account and check its status.

36. What is likely to cause a change to my DBS Certificate?

Your DBS Certificate status will change if:

- For all DBS certificates
 - new convictions, cautions, reprimands or warnings; or
 - any amendment or change to a current conviction, caution, warning or reprimand.
- For Enhanced DBS Certificates
 - any new, relevant police information.
- For Enhanced Certificates with a Barred List check(s):
 - if you become barred for that list(s) checked on the Enhanced Certificate.

37. What can I do if my DBS Certificate status changes but I don't think it should have?

You should call the DBS on 0870 90 90 811 and we will investigate to find out why this has happened and let you know.

38. My employer has asked that I get another DBS check because they have found out that new information has come to light. Do I have to get one?

This is a matter between you and your employer. If you do not apply for another DBS check your employer may terminate your employment or move you to another job which does not require a DBS check.

39. My new DBS Certificate contains new information. Do I have to show this to my employer?

This is matter between you and your employer. If you do not show your new DBS Certificate to your employer they may terminate your employment or move you to another job which does not require a DBS check. Also, if you don't show them your new updated DBS Certificate within 28 days of receiving it, the Registered Body that countersigned this application may be entitled to request a copy from the DBS.

40. An organisation has said that they need me to apply for another DBS check but I thought I would never need to apply for one again if I joined the Update Service?

In some cases your employer or organisation will require a new DBS check, for example:

- The organisation may decide not to use the Update Service for Status checks.
- Your DBS Certificate has been updated and as it is no longer current it has been removed from the Update Service.
- Your DBS Certificate may not be of the same level or type as is required by the organisation. For example, you may have an Enhanced with an Adults' Barred List check not an Enhanced with a Children's Barred List check.
- Your DBS Certificate was not issued for the right workforce.

41. Can I re-use my certificate for a new home based position?

The DBS will not have carried out checks on the address from where the work will be undertaken. You will need to discuss this with your employer or the person requesting the certificate.

42. My certificate has changed; my employer has said that they are going to carry out a check to see if this is because I have been barred from working in Regulated Activity. Do I have to give my permission for them to do this?

You employer will need your consent to find this out. They can only request this information if all of the following conditions apply:

- You are subscribed to the Update Service; and
- A Status check has indicated that the certificate is no longer up-to-date; and
- The certificate included a check of a Barred List(s); and
- You are employed in Regulated Activity covered by the Barred List(s) ; and
- The employer has your to consent.

43. What will they find out?

Your employer will be told if you have become barred from working in Regulated Activity. If you have become barred the DBS would have written to let you know. It is illegal for a Barred Person to work or seek to work in Regulated Activity.

44. Is the Update Service secure?

Yes it is secure. It is hosted on our secure and accredited DBS system.

45. Is the Update Service available in Welsh?

The online service is available in Welsh.

46. I am a transgender applicant; will my previous gender and identity continue to be protected when joining the Update Service?

Yes. Your previous gender and identity will be protected unless you have given permission for your DBS certificate to contain this information. If you would like further advice you can email the Sensitive Application Team at sensitive@dbsgsi.gov.uk or call on 0151 676 1452.

1.4 Terms, conditions and exceptions

Subscription

- An individual's subscription will continue even if DBS Certificates are removed from the account. If the subscription is not renewed at the end of the subscription period the account will close. Any DBS Certificate attached to a closed account will be removed and organisations will no longer be able to carry out Status checks. If a subscription lapses you will have to apply for a new DBS check and then re-subscribe to the Update Service.

Home-based Occupations

- The Update Service will only check for updates based on the individual for whom the check was carried out – not the home address where the work is being undertaken or any other individuals employed or living at that address.

Multiple DBS Certificates

- Individuals may still require more than one DBS Certificate if their DBS Certificate is not of the same type and level of check required by an employer. Employers may require a different level or type of check to the one you have e.g.
 - **Level:** Enhanced not Standard check.
 - **Type:** Enhanced with a Children's Barred List check not an Adults' Barred List check; or
Enhanced without a Barred List check.
 - **Workforce:** Child Workforce not Adults Workforce.

Manual DBS Certificates

- Sometimes it is not possible for the DBS to produce a system generated DBS Certificate. When this happens the DBS will issue a manual DBS Certificate. Manual DBS Certificates cannot be used in the Update Service.

Update Frequency

When a person adds their DBS Certificate to their Update Service account the DBS will keep their DBS Certificate up-to-date by *regularly searching to see if any new information has come to light since its issue.

* Regularly means:

- Criminal record conviction and barring information will be searched for updates on a weekly basis as this information can change frequently.
- Non-conviction information which is released on relatively few DBS Certificates and changes infrequently will be searched for updates every 9 months.

The frequency condition is based on the number of DBS Certificates which reveal this type of information; the likely risk of new information coming to light in the time period; and the cost of checking for changes.

Cancelling DBS Certificates

If the names declared on a DBS Certificate attached to a subscription change, or are found to be incorrect, the DBS reserves the right to cancel the incorrect DBS Certificates attached to that subscription.

Retention of payment information

Details of the card used to pay the subscription fee will be retained for the purposes of automatic renewal and refunds where appropriate. The DBS will be using a secure Payment Card Industry (PCI) Data Security Standard system.