



How to subscribe to the update service

Option one

Submit an application to the DBS

Subscribe at www.gov.uk/dbs-update-service with your application reference number

Option two

Submit an application to the DBS

Receive your DBS certificate

Subscribe at www.gov.uk/dbs-update-service with your Certificate reference number within 19 days of the certificate issue

Step 1

- go to www.gov.uk/dbs-update-service to subscribe to 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 reference or with your DBS certificate number and check you have entered the correct number.
- make sure you don't enter any spaces after you type in your information.

Step 3

- your personal details must match those on your application form or DBS certificate.
- read and 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 subscription fee. The service is free for volunteers. A payment confirmation screen will confirm whether payment was successful.

You have now subscribed to the update service: please make a note of your update service ID number (begins with the letter C) 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 subscribed 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 If for some reason your application form is withdrawn your subscription fee will be refunded and your subscription cancelled.