



How to Register your DBS Certificate with the Update Service.

1. About the DBS Update Service:

The update service is an online subscription service that lets you keep your standard and enhanced DBS certificates up to date. It allows employers to check a certificate online, with your consent.

You can use your certificate again when you apply for a position within the same workforce, where the same type and level of check is required.

The 3 workforces are child, adult and other, so for Christies Care we would select the adult workforce.

Registration lasts for one year, the service costs £13 per year and starts from the date your DBS certificate was issued. The £13 fee is payable by debit or credit card only, there is also an option to select the annual 'auto renew' so please bear this in mind when selecting a card to create the direct debit.

2. Benefits of joining:

- Saves you time and money.
- You can take your DBS certificate from role to role (if within the same workforce, where the same type and level of check is required).
- Employers can carry out instant online status checks on DBS certificates that are linked to your subscription.
- The service enhances safeguarding processes.

3. What information you will need to join the Update Service:

- Name.
- Gender.
- Date of Birth.
- Email Address.
- Application form reference, e-reference number, or your DBS certificate number (Please select option '**DBS certificate number**' as we will give this to you).
- A payment card for the Update Service fee of **£13** (per year).

4. To register your DBS certificate, follow this link:

<https://secure.crbonline.gov.uk/crsc/apply?execution=e1s1>



Disclosure &
Barring Service

The Update Service



Would you like to subscribe to the Update Service? This service reduces the need to apply for multiple Certificates when you move from one job to another in the same workforce or when a recheck is required.

Organisations can carry out a quick online Status check to see if an individual's

Subscribe

All fields must be completed unless stated as optional

Surname

Gender

Date of birth

DD/MM/YYYY

Email address

Confirm email address

5. Once you've completed the majority of the fields, you will come to the following section.

Application reference

What's this? **Use my Certificate number instead**

Does the above Application/Certificate relate to a voluntary position?

Please select ▼

The DBS defines a volunteer as:
A person engaged in an activity which involves spending time, unpaid (except for travel and other approved out-of-pocket expenses), doing something which aims to benefit some third party other than, or in addition to, a close relative.

For guidance on what qualifies as a voluntary position [see here](#).

or Cancel

- Please click on the writing in [blue](#) 'Use my Certificate number instead' which is also outlined in [red](#). You will have been provided with your certificate number by us, if you do not have this let us know and we will resend it over to you.

[Should you have any issues when trying to register or further information regarding the service, here are the contact details for Disclosure Services.](#)

DBS helpline

Telephone 03000 200 190

Minicom 03000 200 192

Welsh 03000 200 191

International +44151 676 9390

[Email customerservices@dbb.gov.uk](mailto:customerservices@dbb.gov.uk)

If emailing us, please include your full name, address telephone number and, if relevant, any DBS references numbers in your correspondence.

We cannot guarantee the security of information until it is in our possession, and will not take responsibility for this information until we receive it.