

# DBS Update Service

## What is it?

The Disclosure and Barring Service (DBS) Update Service allows licence holders to keep their DBS certificate up to date online and allows employers or related organisations to check a certificate online.

## What are the benefits?

### ➤ Save time - Quick, easy, and online

- Can be completed once online and no need to show ID

### ➤ No need to reapply for DBS certificate

- No need to re-apply if you need multiple checks within the same workforce
- Give employers or related organisation permission to check your certificate online, and see who has checked it

### ➤ Enhances safeguarding

- Related organisations can make instant online status checks of DBS certificates linked to your subscription

## What do you need to do?

### Sign up to the Update Service

- You can register online with the DBS as soon as you have your application form reference number. The DBS application must be received within **28 days** of the subscription being created, or the subscription will fail.
- Or you can wait and register with your certificate number when you receive your DBS certificate. If so, you must do so within **30 days** of the date of issue displayed on the certificate.
- Provide us with your details below once you have registered.
- Registration costs £13 per year (payable by debit or credit card only), and you must keep your payment card details used up to date to ensure the annual payment is made for the registration to continue. DBS will send a reminder email when the annual payment is due and you can amend details on your DBS account as required.

## DBS Update Service details:

<b>Name:</b> (full name as stated on driver's licence)	
<b>Driver's Licence number:</b> (as stated on driver's licence)	
<b>Date of Birth:</b> (DD/MM/YYYY)	
<b>Email address:</b>	
<b>Application reference:</b> <b>OR Certificate number:</b> (see example below)	
<b>Signature:</b>	
<b>Date:</b>	


- I confirm that I have signed up to the DBS update service, and understand I am giving consent for South Gloucestershire Council to check my DBS status as stated in the council's policy. \***

**\*If you wish to withdraw your consent in the future, please notify South Gloucestershire Council Licensing Service in writing, email [licensing@southglos.gov.uk](mailto:licensing@southglos.gov.uk)**

Application reference and Certificate number

**Form Ref**  
F0012345678

**Application reference number**  
This is the number located at the top right hand side of your Application form. To subscribe using your Application reference number, your Application form must be received by the DBS within 28 days.



**Certificate number**  
This is the number located at the top right hand side of your Certificate that is referred to as the Certificate number. To subscribe using your Certificate number, your Certificate must have been issued within the last 19 days.

Close

Once you have signed up online, return this form to: South Gloucestershire Council, Licensing Service, PO Box 1954, Bristol, BS37 0DD  
Or email a scanned copy to: [licensing@southglos.gov.uk](mailto:licensing@southglos.gov.uk)