

Update Service

An applicant with their DBS E-Application reference number or in receipt of a new DBS disclosure certificate will be entitled to apply to be part of the Update Service.

If a DBS certificate is registered with the Update Service it will no longer be necessary to renew it every three years as the RFU will be able to carry out a Status Check on an individual's updated Record. Only if there is new information on an individual's record or if an individual has failed to renew their annual subscription to the Update Service will it be necessary to complete a new DBS check.

It is therefore **essential** for individuals wishing to apply for the Update Service to do so with their DBS E-Application reference number straightaway. Alternatively they can do so with their DBS disclosure certificate, providing it is within 19 days of the issue date. As part of the Update Service an individual will be required to renew their subscription annually. To find further information please visit the DBS update service website which is available on the www.gov.uk website. Please note this service is free to volunteers and there is no fee payable.

An individual's DBS certificate will, as a result, be kept up to date. It will also mean that they can use this disclosure for roles within the same workforce, where the same level and type of check are required.