

The Disclosure and Barring Service (DBS) update service lets applicants keep their DBS certificates up to date and allows employers to check certificates online.

You can subscribe to the Update Service when you next apply for a DBS check, and may never need to apply for another Enhanced search again.

## How to register

You can register online when you apply for a DBS certificate, or within 14 days of DBS issuing one (you will need the certificate reference number).

You can find out the progress of your DBS certificate through the DBS tracking service by going online to <https://secure.crbonline.gov.uk/enquiry/enquirySearch>

Registration lasts for one year and costs £13 per year (payable by debit or credit card only). This is currently a saving of £5 over three years if you were to have a search done every three years.

Subscribing online is quick and simple

Enter your:

- Name
- Gender
- Date of birth
- Email address
- Application reference or DBS Certificate number

You will then get an ID number with your registration for logging in to the service. Make sure you write it down.

## What you get

When you join, you'll get an online account that lets you:

- take your certificate from one job to the next. ***The Licensing Partnership will not require an enhanced search if you have subscribed to the update service.***
- give employers permission to check your certificate online, and see who has checked it
- add or remove a certificate

## How do you access the Update Service?

You can subscribe to the Update Service online at [www.gov.uk/dbs-update-service](http://www.gov.uk/dbs-update-service).

## Important

Ask the person who submits your application for the application reference number so you can subscribe to the Update Service when you apply for your DBS check.

***If you wait to subscribe with your DBS Certificate number you must do so within 14 days of the DBS Certificate issue date.***

## Payment

A card payment for the subscription fee, if applicable, is made securely from your account.

## Confirmation

When your subscription is confirmed make a note of your unique ID and keep it secure.

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 e.g. taxi licensing.
- You are in control of your DBS Certificate.
- Get ahead of the rest and apply for jobs DBS pre-checked.

## 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.
- ***Please note that the Licensing authority will need to see a copy of your DBS certificate before issuing a new licence. For renewals if we do not have sight of your DBS certificate your licence may be revoked or suspended.***
- Also note that authorities within the Licensing Partnership will accept Enhanced Searches carried out by other registered bodies if presented within a month of the search being returned or if you have subscribed to the online DBS service (no time limit).

## **Identification checklist for DBS application form**

Below are some guidance notes and a table of documents that we can accept to verify your identity. I would also encourage you to visit the Home Office website at [www.homeoffice.gov.uk/dbs](http://www.homeoffice.gov.uk/dbs) for all the latest information.

There are three routes to take to check an applicant's ID

### **Route One**

**All** applicants must initially be considered for Route One.

Can the applicant produce a Group 1 document? If yes, then the applicant must produce 3 documents:

- 1 document from Group 1 (**refer to list of Valid Identity Documents**); **and**
- 2 further documents from Group 1 , 2a or 2b; one of which must verify their current address.

**If the applicant has satisfied this route, then the document check is complete. If the applicant cannot produce a Group 1 document then go to Route Two.**

#### **NOTE – EEA Nationals (Non-UK):**

Where an EEA National has been resident in the UK for five years or less, the Registered Body should validate identity via Route One through the checking of a current Passport or current UK Driving Licence (photo card only) plus 2 further documents.

In the absence of a Group 1 document the Registered Body must satisfy themselves of a valid reason for using Route 2.

### **Route Two**

The applicant must produce:

- 3 documents from Group 2 comprising of;
  - 1 document from Group 2a; **and**
  - 2 further documents from Group 2a or 2b; one of which must verify their current address.

#### **and**

- The organisation conducting the ID check will then need to ensure an appropriate external ID validation service is used to check the applicant against their records to establish the applicant's name and living history footprint.

**PLEASE NOTE: Full details of the external ID validation check are on pages 6 and 7 of this guidance.**

If you have endeavoured to use Route Two, but have been unable to validate the applicant's identity successfully, you may consider proceeding to Route Three.

**Please be advised that** Route Three should only be used in circumstances once you have fully explored with the applicant why their identity has not been successfully validated via Routes One or Two. To do this, you should hold a probing discussion with the applicant about the likely reasons why their identity has not been validated **before**

considering using Route Three. You should keep a record of this discussion for internal purposes as it is the Registered Body's responsibility to establish the true identity of the applicant through the examination of a range of documents as set out in this guidance.

Should you still be unable to validate the applicant's identity using Routes One, Two or Three, then you should indicate this on the application form at Box W59 and return the form to the DBS. **The applicant will then need to be sent for fingerprinting by the Police, which you should be aware is likely to cause delay to the DBS application process and subsequently to your recruitment processes.**

## Route Three

**ALL Registered Bodies must have exhausted Route One and should have endeavoured to have accessed an external validation check (Route Two) before you consider processing them via Route Three.**

If the applicant cannot meet the requirements of Route One and Two, you should have had a probing discussion with them to establish why they could not meet these requirements and whether there has been a recent or previous change of name that has **not** been declared.

For Route Three, the applicant must produce:

- Birth certificate (UK and Channel Islands) – (issued after the time of birth by the General Register Office/relevant authority i.e. Registrars – Photocopies are not acceptable) **and**
- 4 further documents from Group 2 comprising of:
  - 1 document from Group 2a; **and**
  - 3 further documents from Group 2a or 2b; one of which must verify their current address.

**If the applicant fails to produce the required document set at Route Three, they will need to be sent for fingerprinting by the Police which you should be aware is likely to cause delay to the DBS application process and subsequently to your recruitment processes.**

<b>Group 1 Document Types</b>	
Primary Trusted Identity Credentials	
❖ Passport – Must be current valid Passport – UK or EEA (Or non-EEA in combination with Biometric Residence Permit or current Work Permit/Visa)	❖ Biometric Residence Permit (UK)
❖ Current Driving Licence (UK) (Full or provisional) Isle of Mann/Channel Islands; <ul style="list-style-type: none"> <li>• Photo card only (a photo card is only valid if the individual presents it with the associated counterpart licence; except Jersey).</li> </ul>	❖ Birth Certificate (UK and Channel Islands) - issued at the time of birth; <ul style="list-style-type: none"> <li>• Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces. (Photocopies are not acceptable).</li> </ul>
<b>Group 2a Document Types</b>	
Trusted Government/State Issued Documents	
❖ Current UK Driving licence (old style paper version).	❖ Current Non-UK Photo Driving Licence (valid for up to 12 months from the date the applicant entered the UK).
❖ Birth Certificate (UK and Channel Islands) - (issued after the time of birth by the General Register Office/relevant authority i.e. Registrars – Photocopies are not acceptable).	❖ Marriage /Civil Partnership Certificate (UK and Channel Islands).
❖ Adoption Certificate (UK and Channel Islands).	❖ HM Forces ID Card (UK).
❖ Fire Arms Licence (UK; Channel Islands and Isle of Man).	
<b>Group 2b Document Types</b>	
Financial/Social History Documents	
❖ Mortgage Statement (UK or EEA)** (Non-EEA statements must not be accepted).	❖ Bank/Building Society Statement (UK and Channel Islands or EEA)* (Non-EEA statements must not be accepted).
❖ Bank/Building Society Account Opening Confirmation Letter (UK).	❖ Credit Card Statement (UK or EEA)* (Non-EEA statements must not be accepted).
❖ Financial Statement ** - e.g. pension, endowment, ISA (UK).	❖ P45/P60 Statement **(UK & Channel Islands).
❖ Council Tax Statement (UK & Channel Islands). **	❖ Work Permit/Visa (UK) (UK Residence Permit) (valid up to expiry date).
❖ Letter of Sponsorship from future employment provider (Non-UK/Non-EEA only – valid only for applicants residing outside of the UK at time of application).	❖ Utility Bill (UK)* – Not Mobile Telephone.
❖ Benefit Statement* (UK) - e.g. Child Allowance, Pension.	❖ A document from Central/ Local Government/ Government Agency/ Local Authority giving entitlement (UK & Channel Islands)*- e.g. from the Department for Work and Pensions, the Employment Service , Customs & Revenue, Job Centre, Job Centre Plus, Social Security.
❖ EU National ID Card.	❖ Cards carrying the PASS accreditation logo (UK and Channel Islands).
❖ Letter from Head Teacher or College Principal (16 to 19 year olds in full time education – (only used in exceptional circumstances when all other documents have been exhausted) (UK).	❖

**Please note:**

If a document in the List of Valid Identity Documents is:

- Denoted with \* - it should be less than three months old.
- Denoted with \*\* - it should be issued within the past 12 months.
- Not denoted – it can be more than 12 months old.