**Please note the Update Service is not suitable for use by ministers.**

The DBS Update Service allows applicants to keep their DBS certificates up to date, and potentially allows employers to check the status of a certificate online without carrying out a new DBS check. It is free of charge for volunteers and £13 per annum for paid staff. BUGB strongly recommend that volunteers sign up to the Update Service wherever possible – it costs nothing and is quick and easy to do.

**How do applicants join the Update Service?**

If applicants wish to subscribe to the Update Service, they will need to apply for an initial DBS check in the normal way. Once the certificate has been issued they then have 30 days in which to sign up online to the Update Service. It is quick and easy to do and is free of charge for volunteers.

**What if applicants have joined the Update Service through another organisation?**

If applicants have joined the Update Service via another organisation, their existing certificate may be accepted, provided their application is for work with the same group (i.e. children, adults at risk, or both) and is of the same level.

Verifiers can then carry out a free, instant status check to see if any new information has been added to the applicant’s record since the certificate was last issued.

**Record-keeping for update service checks** -see appendix 2 (pages 14-15) of the [**BUGB Guide to DBS Checks**](https://www.baptist.org.uk/Articles/452419/BUGB_Guide_to.aspx)

To carry out a status check, verifiers need to:

* **view the applicant’s original DBS certificate**
* **have the applicant’s Update Service ID number**
* **check the applicant’s identity matches the details on the certificate**

*only necessary if the DBS verifier has not previously seen any ID documents*

* + If necessary, you will need to check the same documents as required for a DBS check.
* **check the certificate is the right level and type for the role applied for**
	+ Is the DBS an enhanced level check?
	+ For working with children or adults or both, as appropriate?
* **check to see if anything has changed if the applicant is signed up for the update service by performing a** [**status check**](https://secure.crbonline.gov.uk/crsc/check?execution=e1s1)

Unless the status check reveals that new information has been added to the individual’s DBS certificate, a full DBS recheck will not be needed.

Verifiers can carry out status checks as frequently as their church wishes (a minimum of once every five years), **as long as they have the applicant’s written permission to do so**.