

Disclosure and Barring Service (DBS) - The Update Service

You can avoid the need to complete DBS applications by joining the DBS update service, it is ideal for the taxi trade and it will save you time and money.

As an incentive to encourage you to subscribe to this service, we will not charge our £11 admin fee if you provide proof of having subscribed to the update service. To prevent misuse of this offer, if drivers do not keep up their subscription to the update service we will charge this fee on subsequent applications.

The Update Service will cost you £13 per year to maintain, which you must pay directly to the DBS, you must still pay Runnymede for your initial DBS check to be carried as the DBS recharge the Council for this. After you have done that first DBS check, you will not need to apply for another DBS check, as we can check your details online – as long as you maintain your subscription to the DBS Update Service. You will only need another check if there are changes to the information on your DBS record, such as a caution or convictions being recorded; and you would then be charged again at that time to make another application to the DBS.

When you **renew a current licence** we will look at when your next DBS check is due – on the 3 yearly cycles that we use. When you are next due to do a DBS check you will need to do the DBS check as usual, but you should also take the opportunity to subscribe to the Update Service, you must do this within 19 days of the date on the certificate. We will need to see your DBS certificate when it is issued.

When you renew and are not due a DBS check then, you may voluntarily take out the Update Service; but to do so you will need to do a new DBS check and subscribe to the Update Service at the same time. Please look online for more detailed information at <https://www.gov.uk/dbs-update-service>

What is the DBS Update Service?

For a small annual subscription of just £13 you can have your DBS Certificate kept up-to-date and take it with you from role to role, within the same workforce, where the same type and level of check is required. By subscribing to the new service you could save yourself a lot of time and money depending upon how many DBS checks you have needed in the past.

How do you access the Update Service?

You can join the Update Service online at www.gov.uk/dbs-update-service using the application form reference number, or the reference number on the resulting DBS Certificate **within 19 days of its issue**. Simply pay the subscription fee securely to your DBS account. When your subscription is confirmed you then start to see the benefits of this new service.

Benefits to you

The update service is recognised by most other employers/organisations so if you go to work elsewhere you will not need to apply for a new DBS certificate.

If you are doing school contract work Surrey County Council will now accept the update service records.

One DBS Certificate is all you may ever need.

It will prevent delays in the issue of your licence

You are in control of your DBS Certificate.

What else you need to know

If you do not use the DBS update service you will continue to pay for a DBS check every 3 years. Be aware that the DBS will only send your DBS Certificate to you; the Council do not get sent a copy. It is your responsibility to show this to the council for checking. Failure to do this can lead to delays or refusals of licence applications.

Please make sure that we see your DBS certificate as soon as you receive it.

You can also find further information at www.gov.uk/dbs

How to subscribe to the Update Service

Step 1

You can join the Update Service if your DBS application form was received by the DBS on or after 17 June 2013 using the application form reference number, or the reference number on the resulting DBS Certificate **within 19 days of its issue**.

Go to www.gov.uk/dbs-update-service to subscribe to the Update Service.

Step 2

Enter your date of birth by selecting the month, then the year, then the day.

Check your date of birth is correct, if it isn't you can enter the date manually in the format DD/MM/YYYY.

Select whether you are applying with your DBS application form or with your DBS Certificate.

Step 3

Agree to the Terms and Conditions of the service and then enter your personal details – these must match those on your application form or DBS Certificate.

Step 4

Answer the question 'Does the above application/DBS Certificate relate to a voluntary position?'

Step 5

Make payment for subscription fee (if relevant). A payment confirmation screen will confirm whether payment was successful.

If the application form/DBS Certificate was issued for a voluntary position the subscription is free-of-charge.

You should have now joined the Update Service.

If you have joined with your DBS application form reference number your subscription will start from the date of issue printed on your DBS Certificate. If for some reason your application form is withdrawn your subscription fee will be refunded and your subscription cancelled.

Managing your subscription: If you have subscribed to the Update Service you can:

View the reference details of any applications and/or DBS Certificates linked to your subscription.

View the Update status of any DBS Certificate linked to your subscription.

Amend your contact details.

Add and remove applications and DBS Certificates.

All applications and DBS Certificates attached to your subscription must be in the same name.

View the details of any organisations that have made a Status Check of your DBS Certificates.

Cancel your subscription.

Renew your subscription (this facility is only available 30 days prior to your subscription expiring).

View the status and expiration date of your subscription.