

# Signing Up for the DBS Update Service

## Step One: Get your certificate in the post

This has some information on it you will need, in particular your certificate number which is top right of the certificate.

## Step Two: Visit the DBS Update Service login page

Go to <https://secure.crbonline.gov.uk/crsc/apply?execution=e1s1>



### The Update Service



Would you like to subscribe to the Update Service? This service reduces the need to apply for multiple Certificates when you move from one job to another in the same workforce or when a recheck is required.

#### Subscribe

All fields must be completed unless stated as optional

**Surname**

**Gender**  
Please select

**Date of birth**  
  
DD/MM/YYYY

**Email address**

## Step Three: Complete the form under the heading 'Subscribe'

Enter last surname, gender, DOB, email address and phone number. It is likely that these will need to match the details previously provided for the DBS check.

When it asks for Application Reference Number, click then link below that says 'Use Certificate Number Instead'. Then use the certificate number from the document you got in the post.

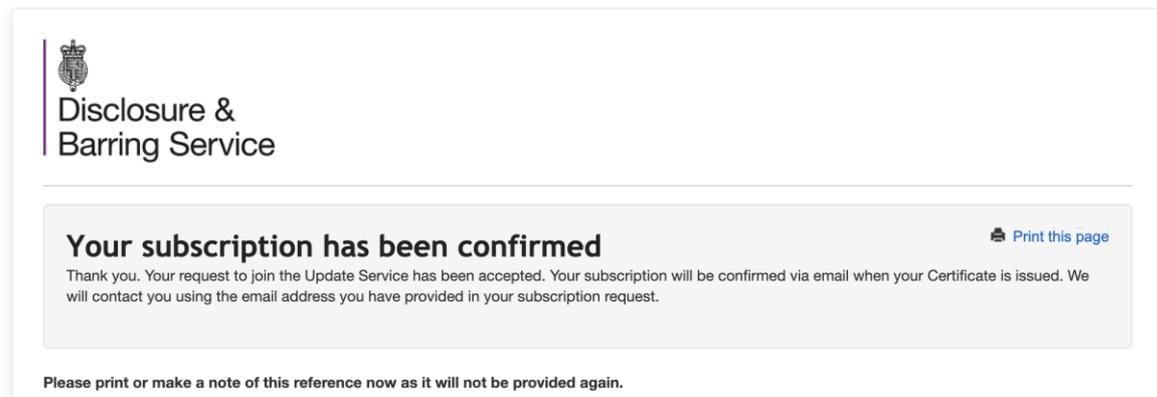
Say 'Yes' to it being a voluntary position. Then hit Continue.

## Step Four: Accept T&Cs

Read and accept the terms and conditions.

## Step Five: Your Subscription has Been Confirmed

After accepting T&Cs you should get to a screen telling you that your subscription to the service has been confirmed.



The screenshot shows the Disclosure & Barring Service logo at the top left. Below it, the text reads "Your subscription has been confirmed" in a large, bold font. To the right of this heading is a "Print this page" link with a printer icon. Below the heading is a paragraph of text: "Thank you. Your request to join the Update Service has been accepted. Your subscription will be confirmed via email when your Certificate is issued. We will contact you using the email address you have provided in your subscription request." At the bottom of the page, there is a note: "Please print or make a note of this reference now as it will not be provided again."

## Step Six: Make a note of your update service ID

You will need this to log in and use the service.

## Step Seven: Log into the DBS Update Service

Click on 'Log in to maintain your subscription', which is highlighted in blue at the bottom.

**Important: This ID and your Date of Birth are required to access your account. You should protect this information.**

Your subscription will last for 12 months from the issue date displayed on your Certificate.  
You can now manage your account online which includes:

- Add/Remove DBS Applications/Certificates.
- View the organisations who checked the status of your Certificate(s).
- Amend your contact and payment details.

Don't forget you can track the progress of your Application at [online tracking](#)

By selecting the link below you will be taken to the login screen where you can access your online account.

Have you noted/printed your ID reference yet?

[Log in to maintain your subscription](#)

Then on the log in page enter your Update Service ID and your date of birth.



## The Update Service



Welcome to the Update Service. Subscribing to this service reduces the need to apply for multiple Certificates when you move from one job to another in the same workforce or when a recheck is required.

Organisations can carry out a quick online Status check to see if an individual's Certificate is still up to date – saving you both time and money.

### Log in

Log in to maintain your subscription, manage your Certificates, update your contact details and payment details.

Update Service ID	Date of birth	<input type="button" value="Log in"/>
<input type="text"/>	<input type="text"/>	

[What is this?](#)

DD/MM/YYYY

### Subscribe to the Update Service?

You can join the Update Service at the same time you apply for a DBS check or within 19 days of the date of issue printed on your Certificate.

Helpline: 03000 200 190

[Subscribe to the Update Service](#)

## Step Eight: Done!

You are now subscribed to the DBS Update Service! It lasts for 12 months and you will have to login in and renew before the year is over.

## Step Nine: What happens next?

Basically, the DBS check results are now hosted online and you can authorise an organisation to see the result by giving them the certificate number, your last name and your date of birth.

Before they can check the details they must have consent from you, have seen the physical certificate, have done a proper ID check and have the right to run that type of check.