**DBS Update Service**

The DBS Update Service is an online subscription that allows applicants to keep their enhanced certificates up-to-date, and allows employers to check a certificate online.

This allows some portability between organisations however, there are a number of requirements, set by the DBS, to enable portability. These are:

* An ID and current address check must be carried out
* The original certificate must be viewed
* The workforce the applicant is applying for must match the workforce listed on the certificate.
* The level of check required must be the same as the level of check carried listed on the certificate.
* The status of the certificate must be checked

The safeguarding team have created a form for collecting this information and information pertinent to the role.

Once completed this form should be sent to the Diocesan Safeguarding Training and Parish Support Co-ordinator who will carry out the certificate status check.

The outcome of a valid Status check will be one of the following:

* **This Certificate did not reveal any information and remains current as no further information has been identified since its issue**. This means that the individual’s Certificate contains no criminality or barring information and no new information is available.
* **This Certificate remains current as no further information has been identified since its issue**. This means that the individual’s Certificate did contain criminality or barring information and no new information is available.
* **This Certificate is no longer current. Please apply for a new DBS check to get the most up to date information**. This means that the individual’s Certificate should not be relied upon as new information is now available and you should request a new DBS check.

**As with all other DBS checks confirmation as to whether an appointment can go ahead or further action is required will come from this office. No one should take up a position within a parish until this notice has been received.**

February 2024

Update Service – Verification for Status Check

**This form is to be only used for applicants who have subscribed to the DBS Update Service.**

|  |  |
| --- | --- |
| Applicant Title |  |
| Forename |  |
| Middle name |  |
| Surname |  |
| Date of Birth |  |
| Position Applied for in your parish |  |
| Level of DBS required for this position | **□** Enhanced  **□** Enhanced with Barred list check (Regulated Activity) |
| Workforce required for this position | **□** Child **□** Adult **□** Both |
| Paid Worker of Volunteer | **□** Paid **□** Volunteer |
| Applicant’s consent to carry out Status check?  Signature required |  |
| Parish name |  |
| **ID & Current Address Verification** - **Three documents must be seen** – one of which **must** confirm the applicants ID and one **must** confirm the applicant’s current address. The third document can confirm either ID or current address or both. | |
| **Passport no** |  |
| Issue Date |  |
| Expiry Date |  |
| Nationality |  |
| Country of issue |  |
| **Driving Licence No:** |  |
| Driving Licence issue date |  |
| Utility bill/statement/or other document (please list) |  |
| **Birth certificate**  Issue date  Issuing location |  |
| **Applicant’s current address** |  |

|  |  |
| --- | --- |
| **Information listed on the DBS certificate used to subscribe to the Update Service** | |
| DBS certificate seen | **□** Yes **□** No |
| DBS certificate number |  |
| DBS certificate issue date |  |
| Workforce listed on Certificate | **□** Child **□** Adult **□** Both |
| Level of check listed on Certificate | **□** Enhanced  **□** Enhanced with Barred list check (Regulated Activity) |
| Paid Worker of Volunteer | **□** Paid **□** Volunteer |
| Do all details on the certificate correspond with the applicant’s documents  If no please contact the Diocesan Safeguarding officer | **□** Yes **□** No |
| **Blemish information – information listed on the certificate** | |
| Is there information listed | **□** Yes **□** No |
| If yes please provide full and detailed information |  |
| **Was the applicant born outside of UK or has the applicant lived/worked/volunteered outside of the UK?** (for 6 mths or more continuously or in total over the last 10 years for British Citizens)  **□** Yes **□** No | |
| Countries |  |
| Dates from & to |  |
| Purpose of trip |  |
| **Verification for Status check completed By**  **I declare that I have established the true identity of the applicant, by examining the following documents, as per the range of documents as set out in the DBS guidance, and verified the information provided on the DBS disclosure certificate.** | |
| Signed |  |
| Name (please print) |  |
| Parish |  |
| Position held |  |
| Date |  |

When completed please e-mail this form to [sarah.king@elydiocese.org](mailto:sarah.king@elydiocese.org) or [safeguardadmin@elydiocese.org](mailto:safeguardadmin@elydiocese.org)