

# THE DBS UPDATE SERVICE

Can I use a DBS certificate I have from another role?

**A DBS certificate is not automatically portable but it may be possible to reuse an existing DBS certificate if the applicant has already registered with the [DBS update service](#) and subsequent roles are at the same level and with the same group as the original certificate.**

Once an individual has registered their criminal record will be updated electronically and future “employers”, with the applicant’s permission, can go online to check if there have been any changes to the criminal record since the original certificate was printed.

**Please note: an employer will still need to see the original certificate** as the update check will only note if the information on the original certificate has changed or not. The update service check does not share any criminal record details that were on the original certificate with the employer.

- **If you have ALREADY REGISTERED with the update service:** and want to use an existing certificate for your latest DBS check or renewal we will need to see the original certificate, receive your [written permission](#) and ensure that a panel verifier or your church leader has verified your identity. Please complete [this form](#) available on our website which gives us the information needed to comply with the DBS code of conduct.

Please be aware there are exemptions which may prevent us from using your certificate.  
See below or contact us if you are unsure.

- **If you have NOT already joined the update service:** even if you have other certificates, you will need to apply for a new DBS certificate for each organisation that you work or volunteer with. For example, *if you have a DBS because of your role as a schoolteacher you will still need to apply for a DBS through the Panel office for your church work with children.*
- **Exemptions:** *Even having registered with the Update service unfortunately there are still some exemptions. Each time you reuse your certificate it should be for the same workforce(children and /or adults) and at the same level. So, for example, if you have registered with the update service using a check for supervised work with children and in church you work with adults or in an unsupervised capacity with children you would need a further check to include adults and the children’s barred list.*
- If you haven’t already registered **it is worth considering joining next time** you get a new DBS certificate. The update service can usually save a significant amount of time and effort and we do recommend joining as it can simplify the renewal process. You will need an email address and should register online with the [DBS Update service](#) within 30 days of receiving your certificate using the certificate number. This service is free for volunteers and costs £13 per year for paid workers. You will then receive an annual renewal email from the DBS.
- Contact us for more information or visit our [website](#) or the [DBS website](#).

[https://panel.cymru/images/update\\_service\\_permission\\_form\\_12\\_2022.pdf](https://panel.cymru/images/update_service_permission_form_12_2022.pdf)