

THE DBS UPDATE SERVICE



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

Many people believe that since the CRB became the DBS one Disclosure and Barring Service (DBS) certificate is enough for all the work that they do with vulnerable groups and that they will never need to do another one.

Unfortunately this information is not completely correct.

A DBS certificate is not automatically portable but it can be possible to reuse a certificate if the applicant has registered with the [DBS Update service](#) within 19 days of the date on their DBS certificate.

This means that their record will be updated electronically and all future “employers” can check online to see if the certificate contains the most up to date details. The update service can also speed up the 4 year renewal process. An applicant would need to apply to join the update service [online](#) within 30 days of receiving a new certificate using the certificate number and their email address. This service is free for volunteers and costs £13 per year for paid workers.

Unless an individual has joined the update service you will generally still need to apply for a DBS certificate for each organisation that you work or volunteer for. For example if you have a DBS because of your role as a school teacher you will still need to apply for a DBS for your church work through the Panel.

Even having registered with the Update service there are still some exemptions. Each time you reuse your certificate it should be for the same workforce and at the same level. So if you have a check for supervised work with children already and in church you work with adults and in an unsupervised capacity with children you would need a further check to include adults and the children’s barred list.

In order for you to re-use your existing certificate we need to see the original certificate, receive your written permission and ensure that a Panel verifier or your church leader has verified your identity.

[This form](#) available on our website will lead you through the process.

Contact us for more information or visit the [DBS website](#).

Panel Update form link:

http://www.paneldiogelwch.org.uk/images/update_service_permission_form_oct2016.pdf

DBS Update service link <https://secure.crbonline.gov.uk/crsc/apply?execution=e1s1>

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