**Information sheet**

**THE DBS UPDATE SERVICE**

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

Many people believe that a Disclosure and Barring Service (DBS) certificate can be reused 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 correct unless you have registered with the [DBS Update service](https://www.gov.uk/dbs-update-service). An applicant would need to apply to join the update service [online](https://secure.crbonline.gov.uk/crsc/apply?execution=e1s1) within 30 days of receiving a new certificate using the certificate number and their email address. You can also join using your application form reference number. This service is free for volunteers and costs £13 per year for paid workers.

So, **a DBS certificate is not automatically portable but it may be possible to reuse a certificate if the applicate has joined the update service and subsequent roles are at the same level and with the same group as the original certificate.**

The update service means that an individual’s record will be updated electronically and all future “employers”( with the applicant’s permission), can go online to check that the original certificate contains the most up to date details. The update service can also significantly speed up our 4 year renewal process.

**Unless an individual has joined the update service** you will still need to apply for a 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.*

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 registered with the update service using a check for supervised work with children 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.

Having said that the update service can usually save a significant amount of time and effort and we do recommend joining as it will simplify the renewal process.

In order for you to re-use your existing certificate we need to see the original certificate, receive your [written permission](https://panel.cymru/images/update_service_permission_form_12_2022.pdf) and ensure that a panel verifier or your church leader has verified your identity.

[[**This form**](http://www.paneldiogelwch.org.uk/images/update_service_permission_form__oct2016.pdf)](https://panel.cymru/images/update_service_permission_form_12_2022.pdf) **available on our website will lead you through the process.**

Contact us for more information or visit the [DBS website.](https://www.gov.uk/dbs-update-service)

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

**DBS Update service link :** [**https://secure.crbonline.gov.uk/crsc/apply?execution=e1s1**](https://secure.crbonline.gov.uk/crsc/apply?execution=e1s1)

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