

DBS RENEWALS AND THE UPDATE SERVICE:

We are frequently asked...

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

Q " I am a teacher - I've done a DBS for work, surely I don't need to do another check for my role in the church"

A "Well it depends. Unless you have joined the DBS update service it's still the same rule as before. You need a DBS check for each organisation you work or volunteer for."

Many people believe that one Disclosure and Barring Service certificate is enough for all the work that they do with vulnerable groups and they will never need to do another one. Unfortunately, this information is not completely correct. A DBS certificate is not automatically portable but since 2013 it has been possible to reuse a certificate if the applicant has registered with the [DBS Update service](#) within 30 days of receiving their previous certificate.

In order to re-use your existing certificate for your church work you need to have already registered online with the Update Service. 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. [This form will lead you through the process.](#)

The Disclosure and Barring Service (DBS) will contact volunteer subscribers to the Update Service each year to confirm that they still require the service. Details [here](#)

A DBS should be done every 4 years.

If you're not sure when you need to renew, your church safeguarding coordinator / secretary will be able to tell you when your next check is due.

If you have registered with the [DBS update service](#) and it is 4 years since your last check with the Panel, you can complete your renewal quickly without needing a new DBS form. We can usually check your DBS online in a matter of minutes.

Please note: If your update service subscription has lapsed, if you have lost your original certificate, or if your church role is not at the same level or group as the original certificate we may need to ask you to complete a new form.

Read our [information sheet](#) for more details. Complete [this form](#) and send it to the Panel office with your original certificate to renew your DBS using the update service. or get [in touch](#).

Read the Panel information sheet [here](#)

Contact us for more information,

visit the [DBS website](#).

or [DBS update service guide](#)