

Disclosure & Barring Service (DBS) Update Service

The Licensing Service Policy

So that we receive relevant information as quickly as possible in order to take appropriate and proportionate action to protect public safety, it is the Licensing Authority's policy to require applicants to register for the DBS's update service and to nominate the licensing authority to receive updates. Registration lasts for 1 year and costs £13 per year. Licensed drivers are required to maintain this registration and nomination throughout the duration of their licence.

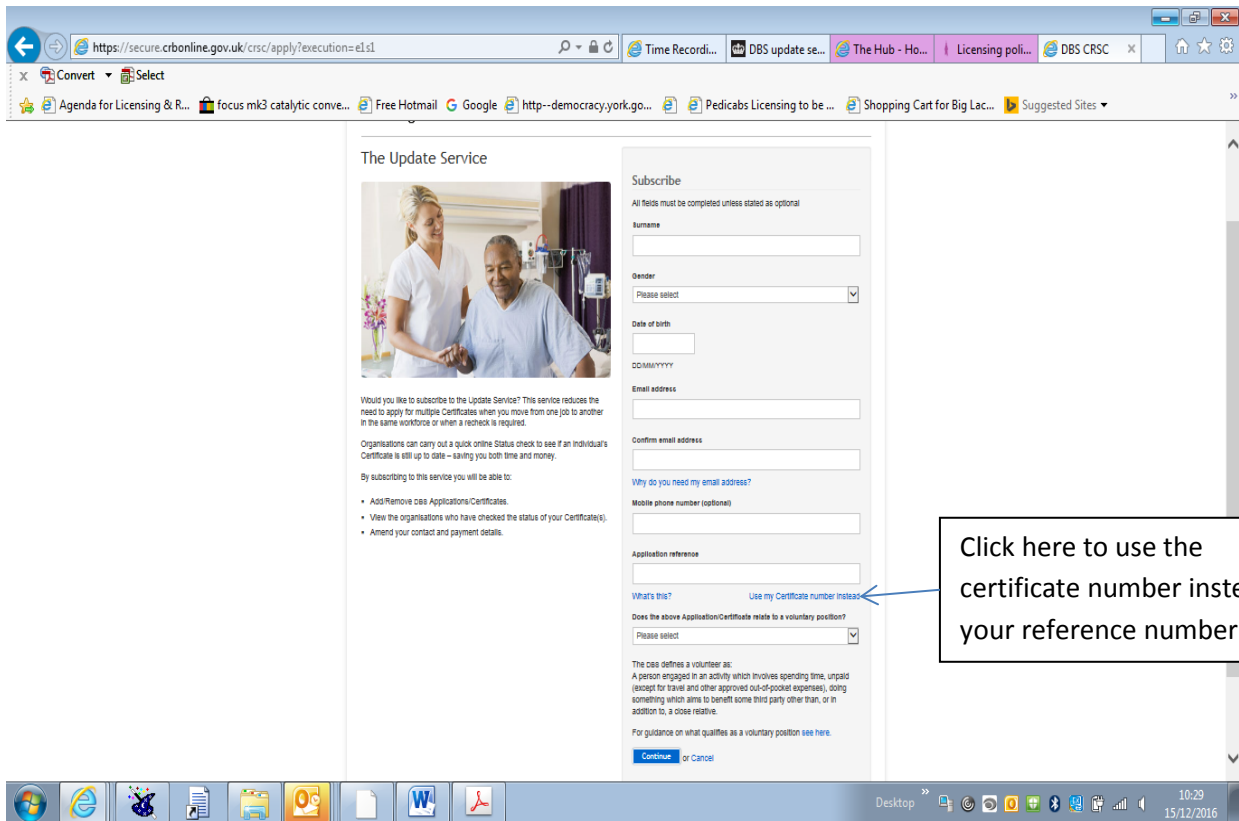
More information about the DBS can be found on their website at <https://www.gov.uk/government/organisations/disclosure-and-barring-service>.

Guide to Registering for the Update Service

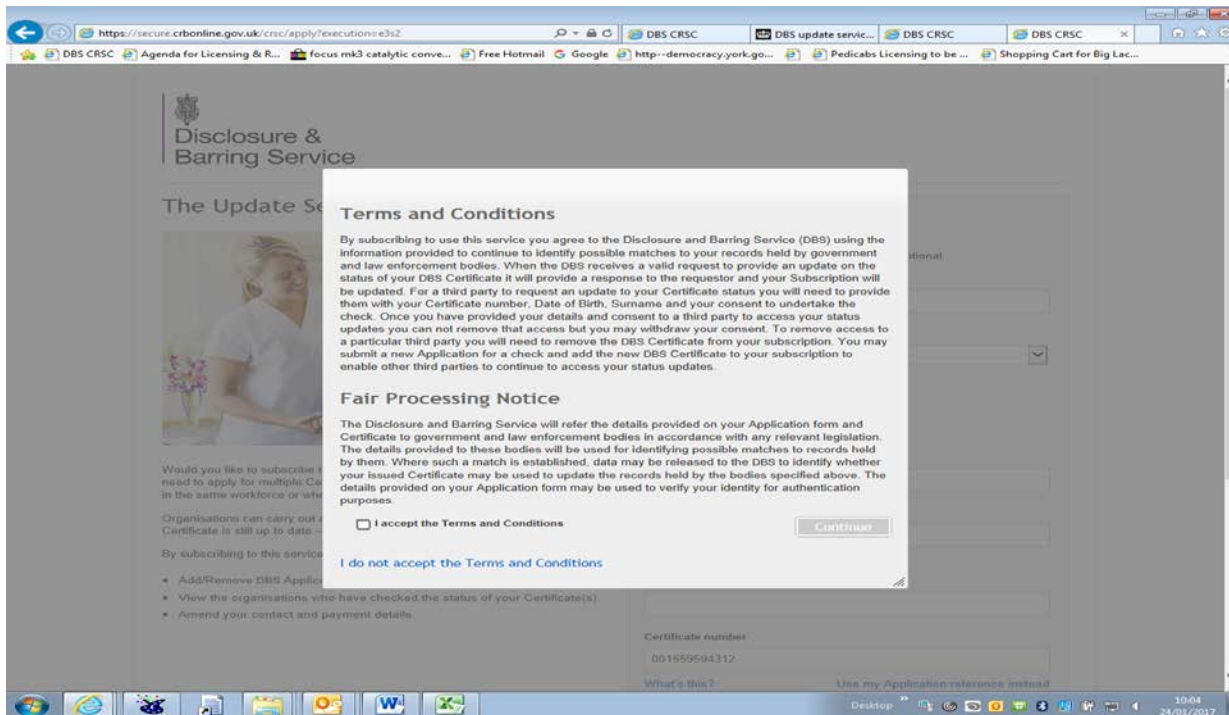
You can [join the update service](#) as soon as you receive your DBS certificate using the certificate number printed on the certificate. You must do so within **19 calendar days** of the date of issue on the certificate.

Subscribe

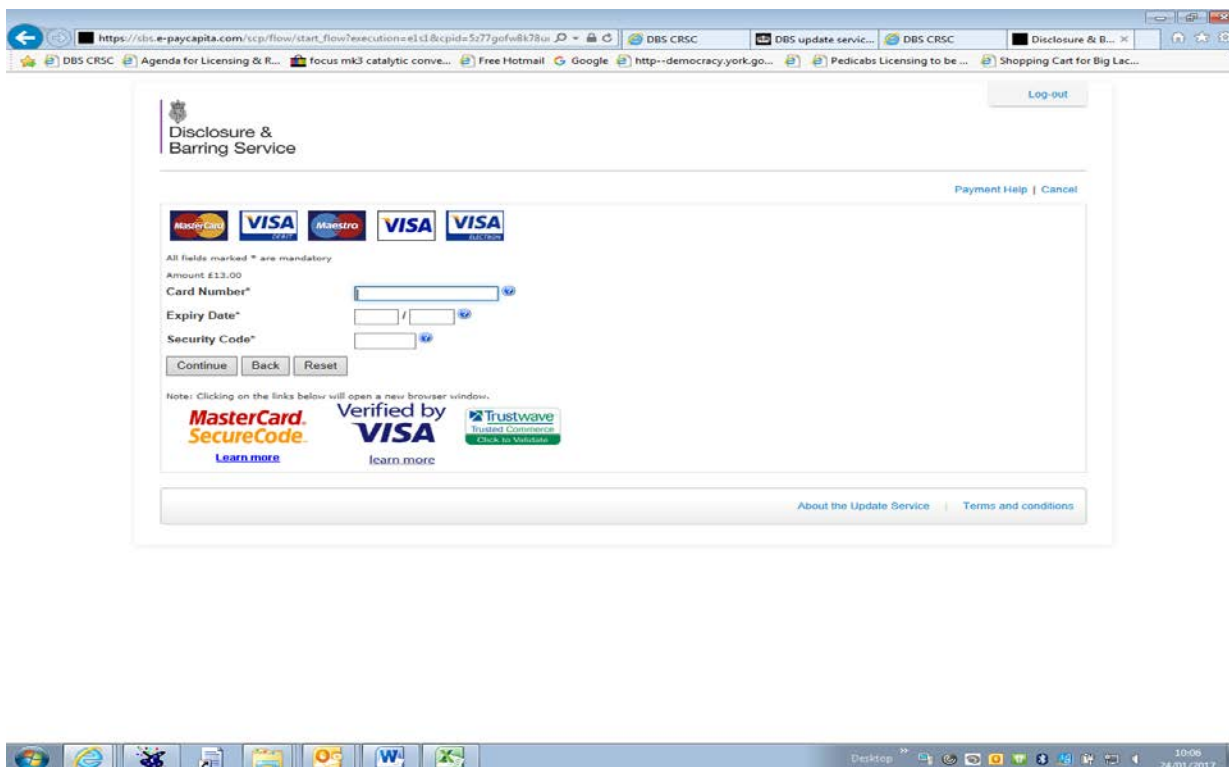
Enter your details into the fields on the right hand side of the page including the application form reference number or certificate number as shown below and then click continue:



Click in the box to accept the terms & conditions and click continue:



Enter your card details for payment into the relevant fields and click continue:

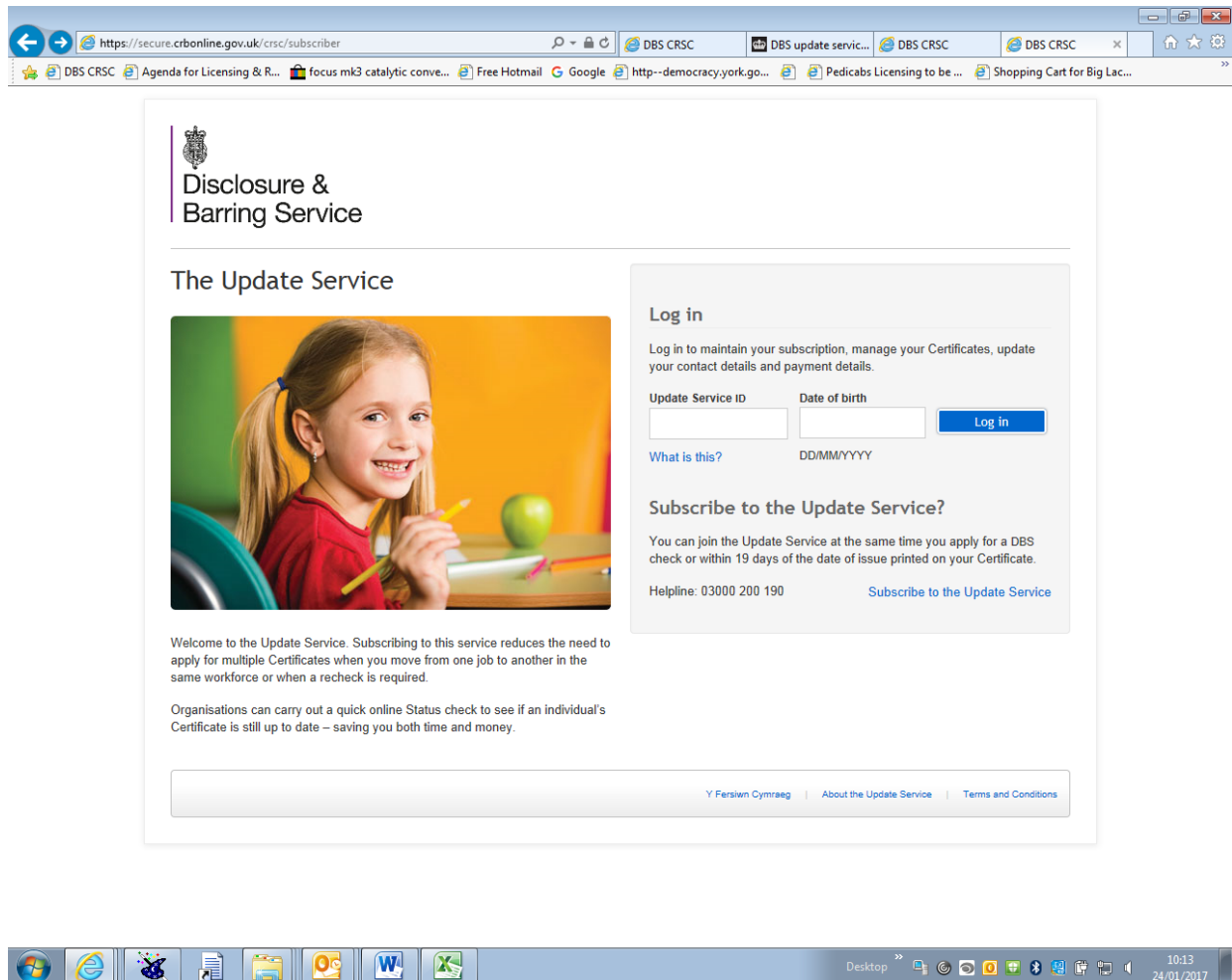


You will now be registered to the update service and details of your **Update Service ID** will be emailed to you.

Log In

Once you have subscribed to the service you can now [log in](#) to see your information and manage your certificates, update your contact details etc.

You will need to enter your Update Service ID & Date of Birth to log in:



The screenshot shows a web browser window with the URL <https://secure.crbonline.gov.uk/crsc/subscriber>. The page title is "Disclosure & Barring Service". The main heading is "The Update Service". On the left, there is a photograph of a young girl with blonde pigtails, smiling and holding a yellow pencil. Below the photo, the text reads: "Welcome to the Update Service. Subscribing to this service reduces the need to apply for multiple Certificates when you move from one job to another in the same workforce or when a recheck is required. Organisations can carry out a quick online Status check to see if an individual's Certificate is still up to date – saving you both time and money." On the right, there is a "Log in" section with the text: "Log in to maintain your subscription, manage your Certificates, update your contact details and payment details." Below this are two input fields: "Update Service ID" and "Date of birth" (with a "What is this?" link and the format "DD/MM/YYYY" below it). A blue "Log in" button is to the right of the "Date of birth" field. Below the login section is a "Subscribe to the Update Service?" section with the text: "You can join the Update Service at the same time you apply for a DBS check or within 19 days of the date of issue printed on your Certificate." Below this is the helpline number "03000 200 190" and a "Subscribe to the Update Service" link. At the bottom of the page, there are links for "Y Fersiwn Cymraeg", "About the Update Service", and "Terms and Conditions". The Windows taskbar at the bottom shows the time as 10:13 on 24/01/2017.

What do we need?

In order for Blackpool Council to carry out a status check on your DBS certificate, we will need you to provide us with the DBS certificate number you used to register for the update service.