



## **How to register for the DBS Update Service**

You can register for the DBS update service at: <https://www.gov.uk/dbs-update-service> It is mandatory that all drivers sign up to the service when drivers renew their drivers badge.

You can register for the update service when you receive your email from Disclosure and Barring Service or you may apply for your DBS check by using your original DBS certificate number when it has been issued (you must do this within 28 days of your DBS certificate being issued).

Initial registration costs are £13 per year (payable by debit or credit card only).

### **Renewing your subscription**

A subscription to the update service lasts for one year. Applicants can renew their subscription through the update service, either: Upon first registration by choosing automatic renewal (recommended by CDC) Alternatively subscription can be renewed up to 30 days before current subscription ends. Please note: Applicants cannot renew on the last day of their subscription. If an applicant does not renew their subscription before it ends, they will need to apply for a new DBS check.

### **Changes to the criminal history of an applicant on a DBS certificate**

Should a person receive any of the following after the issue of their original DBS certificate, the update service will become invalid and you will be required to apply for a new 'enhanced' DBS certificate that meets all of our required criteria:

Criminal conviction	Police caution
Warning or reprimand	Conditional discharge
Absolute discharge	Non molestation order
Mental health order	Police arrest
Foreign legislative caution/conviction	Military disciplinary
Anti-social behaviour order (ASBO)	

The licence holder must notify the Council in writing within 5 working days (or 3 working days in the case of arrest) providing full details of any conviction, binding over, caution, warning, reprimand or arrest for any matter (whether or not charged) imposed on him / her during the period of the licence.

### **Changes to the name of an applicant on a DBS certificate**

In the event that an applicant changes their name, they will be required to complete a new DBS check upon the renewal of their licence.

We recommend that applicants end their current DBS Update Service subscription and reapply for a new subscription once a new DBS certificate has been issued showing the new name and all previous names.

### **Further notice**

All criminal records checks must be completed through CDCs authorised service provider as this will ensure that all of the required checks are completed correctly.

We reserve the right to request that a new DBS check is conducted should we require it.  
Please note: we accept no liability for any costs incurred.