



## Disclosure & Barring Service

# The Update Service

## Save money, join now

- ➔ Apply [online](#) it's quick and easy
- ➔ No need to re-apply if you need multiple checks within the same workforce, where the same level and type of check is required
- ➔ Keep your certificate up to date for only £13 per year – free for volunteers
- ➔ You can even renew annually

## Don't miss out

- ➔ Join at the earliest opportunity – register when you apply for your DBS check
- ➔ If you wait until after you've received your certificate you'll have 19 calendar days from the date it was issued

## Here's how

- ➔ Note your application form number, this can be found in the top right hand corner of the form:
- ➔ Use the application form number to join the Update Service at [www.gov.uk/dbs-update-service](http://www.gov.uk/dbs-update-service)
- ➔ When you register, note your Update Service ID number and keep it safe: C
- ➔ You can also use your application form number to track the progress of your DBS check application at [www.gov.uk/dbs](http://www.gov.uk/dbs)

# Important information

Before answering question e55 on the DBS application form follow these simple steps

## Do you need to answer 'yes' to question e55?

- ✓ If you have criminal convictions, read the criminal conviction filtering guidance at [www.gov.uk/government/collections/dbs-filtering-guidance](http://www.gov.uk/government/collections/dbs-filtering-guidance) before answering question e55
- ✓ Make sure you understand what e55 is asking and that you're sure of how to answer the question
- ✓ Be sure you're not sharing information about your criminal information that you're not required to
- ✓ Check the list of offences that will be filtered so you're informed about whether to disclose your criminal information

## Why is it important to read this guidance?

On 29 May 2013 legislation came into force that allows certain old and minor convictions to no longer be subject to disclosure – you need to understand how this affects you and whether you need to disclose your criminal information.

Certain old and minor convictions will be filtered out and no longer disclosed on a certificate.

All cautions and convictions for specified serious violent and sexual offences, and other specified offences concerned with safeguarding children and vulnerable adults, will remain subject to disclosure.

To be sure of how this affects you, make sure you read the DBS filtering guidance before answering question e55 on the application form.

Visit our website [www.gov.uk/dbs](http://www.gov.uk/dbs) and search for our filtering guidance.