

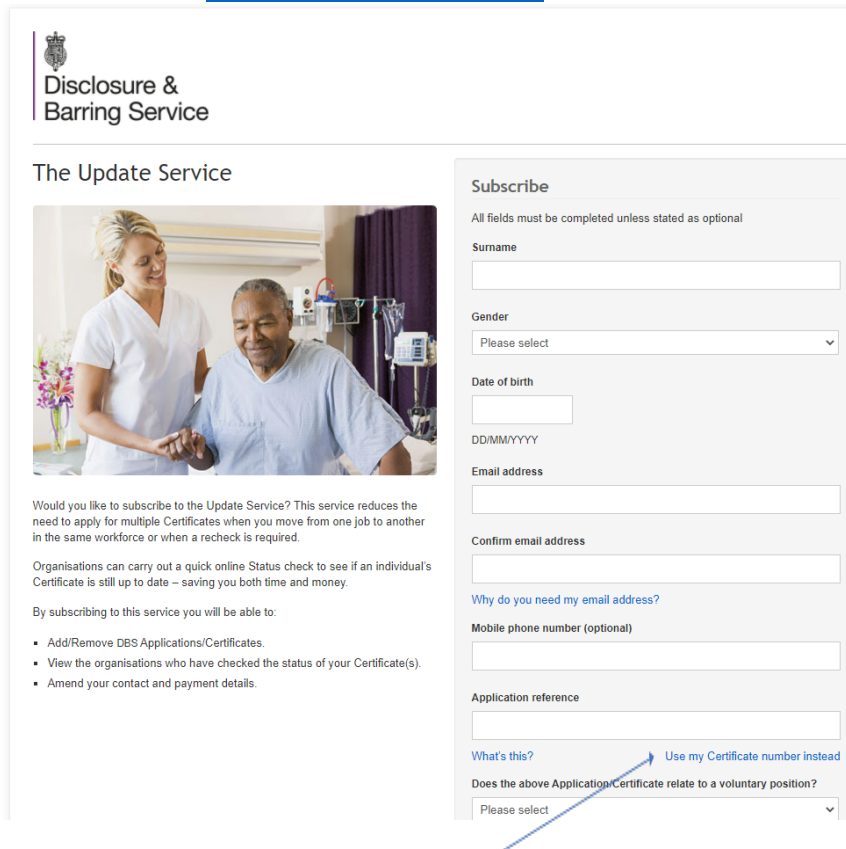
Signing up for the DBS Update Service

Your certificate must be **signed up to the DBS update service and paid for by yourself**, to enable the Licensing Authority to make periodic checks. This must be done within 30 days of the certificate date.

Failure to register your certificate in time, will result in further applications being required at a cost of £38 each time.

To register your DBS certificate to the update service please follow these steps: -

Visit this website: [DBS CRSC \(crbonline.gov.uk\)](https://crbonline.gov.uk)



The screenshot shows the 'The Update Service' page on the Disclosure & Barring Service website. It features a header with the logo and name, a sub-header 'The Update Service', and a photograph of a nurse assisting an elderly man. Below the photo is a text block explaining the service and its benefits. To the right is a 'Subscribe' form with the following fields: Surname, Gender (dropdown), Date of birth (DD/MM/YYYY), Email address, Confirm email address, Mobile phone number (optional), Application reference, and a dropdown for 'Does the above Application/Certificate relate to a voluntary position?'. A blue arrow points to the 'Application reference' field, with a label 'Use my Certificate number instead' next to it.

Fill in the boxes, selecting the **Use my Certificate number instead** tab and enter your certificate number here. (Certificate numbers start with 00).

The fee for this service is £13 per year, paid by direct debit, however, providing your subscription is maintained, you would not need to re-apply for your DBS certificate for subsequent badge renewals.

A subscription to the Update Service lasts for one year. You can renew your subscription through the Update Service, either:

- When you first register, by choosing automatic renewal
- Up to 30 days before your current subscription ends - but you cannot renew on the last day of your subscription

If you do not renew your subscription before it ends, you'll need to apply for a new DBS check and register for the Update Service again.

Once registered please post the certificate to: - Licensing Team, South Kesteven District Council Offices, The Picture House, St Catherines Road, Grantham NG31 6TT, marking the envelope private and confidential. We will then note the certificate number and use this to make further checks.