



How to subscribe to the Update Service

1. Go to <https://secure.crbonline.gov.uk/crsc/subscriber>
- 2.

Select "Subscribe to the Update Service"

- 3.

Form Ref
F0012345678

Application reference number
This is the number located at the top right hand side of your Application form. To subscribe using your Application reference number, your Application form must be received by the DBS within 28 days.

Certificate number
This is the number located at the top right hand side of your Certificate that is referred to as the Certificate number. To subscribe using your Certificate number, your Certificate must have been issued within the last 14 days.

Does the above Application/Certificate relate to a voluntary position?
Please select

The DBS defines a volunteer as:
A person engaged in an activity which involves spending time, unpaid (except for travel and other approved out-of-pocket expenses), doing something which aims to benefit some third party other than, or in addition to, a close relative.
For guidance on what qualifies as a voluntary position [see here](#).

Continue or Cancel

If you are a paid Coach you need to select No

4. Read and Accept the Terms and Conditions

Terms and Conditions

By subscribing to use this service you agree to the Disclosure and Barring Service (DBS) using the information provided to continue to identify possible matches to your records held by government and law enforcement bodies. When the DBS receives a valid request to provide an update on the status of your DBS Certificate it will provide a response to the requestor and your Subscription will be updated. For a third party to request an update to your Certificate status you will need to provide them with your Certificate number, Date of Birth, Surname and your consent to undertake the check. Once you have provided your details and consent to a third party to access your status updates you can not remove that access but you may withdraw your consent. To remove access to a particular third party you will need to remove the DBS Certificate from your subscription. You may submit a new Application for a check and add the new DBS Certificate to your subscription to enable other third parties to continue to access your status updates.

Fair Processing Notice

The Disclosure and Barring Service will refer the details provided on your Application form and Certificate to government and law enforcement bodies in accordance with any relevant legislation. The details provided to these bodies will be used for identifying possible matches to records held by them. Where such a match is established, data may be released to the DBS to identify whether your issued Certificate may be used to update the records held by the bodies specified above. The details provided on your Application form may be used to verify your identity for authentication purposes.

I accept the Terms and Conditions **Continue**

[I do not accept the Terms and Conditions](#)



5. You will need to make the annual payment to the DBS (if you are a paid Coach)

Disclosure & Barring Service

MasterCard Maestro VISA VISA VISA

All fields marked * are mandatory

Amount £13.00

Card Number*

Expiry Date* /

Please enter the 3 digit security code printed on the back of your card

Security Code*

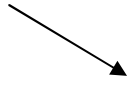
[Continue](#) [Back](#) [Reset](#)

Note: Clicking on the links below may open a new browser window

[MasterCard SecureCode. Learn more](#)
[Verified by VISA Learn more](#)
[Trustwave Trusted Commerce Click to Validate](#)

6. Once payment has been received this confirmation note will appear

Update Service ID Number



Disclosure & Barring Service

Your subscription has been confirmed [Print this page](#)

Thank you. Your request to join the Update Service has been accepted.

If you have already submitted your Application form your subscription will be confirmed via email (using the email address provided in your subscription request) when your Certificate is issued.

If you have not yet submitted your Application form, please ensure that we receive it within the next 28 days otherwise your subscription will be rejected and the subscription fee refunded (if applicable).

Please print or make a note of this reference now as it will not be provided again.

Update Service ID

Important: This ID and your Date of Birth are required to access your account. You should protect this information.

Your subscription will last for 12 months from the issue date displayed on your Certificate.

You can now manage your account online which includes:

- Add/Remove DBS Applications/Certificates.
- View the organisations who checked the status of your Certificate(s).
- Amend your contact and payment details.

Don't forget you can track the progress of your Application at [online tracking](#)

By selecting the link below you will be taken to the login screen where you can access your online account.

Have you noted/printed your ID reference yet?

[Log in to maintain your subscription](#)

[Feedback Contact Us](#) | [About the Update Service](#) | [Terms and Conditions](#)

7. Using your Update Service ID and Data of Birth you can log in

Disclosure & Barring Service

The Update Service

Log in

Log in to maintain your subscription, manage your Certificates, update your contact details and payment details.

Update Service ID

Date of birth

[Log in](#)

[What is this?](#) DD/MM/YYYY

Subscribe to the Update Service?

You can join the Update Service at the same time you apply for a DBS check or within 14 days of the date of issue printed on your Certificate.

Helpline: 0870 90 90 811 [Subscribe to the Update Service](#)



8. These are the different stages of processing

Disclosure & Barring Service

SMITH

Contact details

Email address

Correspondence address

Mobile phone number

Applications and Certificates

Application	Certificate	Certificate issue date	Level of check	Application status	Update status	Remove?
	N/A	N/A	N/A	Not received	N/A	

Subscription

Status	Expiry Date
New	

Disclosure & Barring Service

AMANDA SMITH

Contact details

Email address

Correspondence address

Mobile phone number

Applications and Certificates

Application	Certificate	Certificate issue date	Level of check	Application status	Update status	Remove?
	N/A	N/A	Enhanced	Received	N/A	

Subscription

Status	Expiry Date
Subscribed	

This indicates the DBS are processing your application

Disclosure & Barring Service

AMANDA SMITH

Contact details

Email address

Correspondence address

Mobile phone number

Applications and Certificates

Application	Certificate	Certificate issue date	Level of check	Application status	Update status	Remove?
		08/07/2013	Enhanced	Printed	Blank, no new information	

Subscription

Status	Expiry Date
Subscribed	07/07/2014

Here you can see who has carried out a Status check