

How to check DBS clearances on the Online Update Service

How do you access the update service?

You need to see the original DBS certificate first. It should be less than 5 years old. After viewing the original DBS certificate, if you are entitled to carry out a status check and have the individual's permission go to www.gov.uk/dbs-update-service.

The update service is also linked to from [the Safeguarding page](#) on the diocesan website.

In order for the clearance to be accepted for the role for which you are checking, it must be:

- 1) At the same level (always enhanced)
- 2) For the correct workforce – children, adult or both
- 3) Showing a barred list check if the person is going to be in regulated activity.

Carrying out a status check is quick and simple

Enter your:

- Organisation name
- Forename
- Surname

Information required for DBS certificate being checked

Enter the:

- DBS certificate number
- Current surname of the DBS certificate holder - as specified on their DBS certificate
- Date of birth of the DBS certificate holder - as recorded on the DBS certificate

Results

The result will be returned instantly.

The individual will be able to see who has carried out a status check on their DBS certificate and when the status check was carried out.