

Diocesan Safeguarding Team • The Diocesan O­ffice  
The Palace • Palace Yard • Hereford • HR4 9BLt: **01432 373317**e: **DBSAdmin@hereford.anglican.org  
www.hereford.anglican.org**

**DBS Update Service Form**

We are sending you this form because we have been told that, if possible, you would like to use the DBS Update Service rather than start a new DBS application.

Using the DBS Update Service allows you to provide your original Enhanced DBS certificate and ID documents to your organisation/employer and they can then access the DBS Update Service employer portal and check if there have been any changes to your Enhanced DBS certificate since the date it was issued.  More information on the DBS Update Service can be found here: [DBS Update Service: applicant guide - GOV.UK](https://www.gov.uk/government/publications/dbs-update-service-applicant-guide/dbs-update-service-applicant-guide)

For volunteer certificates, there is no charge, the DBS Update Service is free to use. For paid employees/workers certificates it currently costs £16 per year. Each year the DBS send an email asking if you want to keep your account active.

**If you would like us to use the DBS Update Service for your DBS check, you will need to:**

* Provide your PSO or us with a completed Confidential Declaration Form (CDF).
* Complete this consent form with your ID document verifier (your Parish Safeguarding Officer (PSO) or Parish/Benefice Incumbent or Diocesan Safeguarding Administrator) and send it to us.
* Be able to meet with and provide originals of your ID documents to your PSO or Parish/Benefice Incumbent or Diocesan Safeguarding Administrator.
* Have an Enhanced DBS certificate that is at the same checking level as the role you are applying for. It cannot be at a lower *or* a higher level. For example, if your new role does not require an adult's barred list check but your current certificate has the adult’s barred list check, we are not legally permitted to use it.
* Be able to let us see your original paper DBS certificate. Please note that a photocopy, a photo or the certificate number will not suffice.

**And most importantly,**

* Check that the DBS certificate you want to use is registered on your DBS Update Service account. You will have had to register your DBS certificate within 30 days of the issue date on your certificate. If you think someone else did it for you, please check your online DBS Update Service account to make sure. If you are having trouble remembering the email address and password you set for your account, the DBS customer services helpdesk can be contacted by Email:  [customerservices@dbs.gov.uk](mailto:customerservices@dbs.gov.uk) or Telephone: 0300 0200 190

If you are confident that you can meet the above necessary steps, then please complete this form and send it to our DBS email address [DBSAdmin@hereford.anglican.org](mailto:DBSAdmin@hereford.anglican.org) or post it to the address at the top of this page. If you have any remaining questions, please do get in touch.

Best regards,

The Diocesan Safeguarding Team

DBS email address: [DBSAdmin@hereford.anglican.org](mailto:DBSAdmin@hereford.anglican.org)

The section below is **for you** to complete:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Full Legal Name | |  | | |
| Role Title(s) | |  | | |
| Email Address | |  | | |
| Date of Birth | |  | | |
| DBS Certificate Number | |  | | |
| DBS Certificate Date | |  | | |
| *I, the undersigned, give authority to a representative of the Diocese of Hereford DBS Umbrella Body, to access, receive and retain up-to-date information (within the meaning of section 116a of the Police Act 1997) in relation to my criminal record DBS Certificate for the purposes of asking an exempted question within the meaning of section 113a of the Police Act 1997; or in relation to my enhanced criminal records DBS certificate for the purposes of asking an exempted question for a prescribed purpose within the meaning of section 113B of the Police Act 1997.* | | | | |
| Signature |  | | Date |  |

The section below is **for the ID Verifier** to complete:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Full Name | |  | | |
| Role Title | |  | | |
| Verifier’s Email Address | |  | | |
| Which original ID documents were seen? | |  | | |
| *I, the undersigned, confirm I have seen at least 3 separate types of original ID documents and have established the true identity of the applicant, by examining a range of documents set out in DBS guidance, and verified the information provided by the applicant.* | | | | |
| Signature |  | | Date |  |

The section below is **for the Diocesan Safeguarding Administrator** to complete:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date of DBS Update Service Check | |  | | |
| Certificate Number | |  | Issue Date |  |
| Regulated Activity Checks | |  | Workforce Checks |  |
| Comments and/or  Any Further Action(s) Required | |  | | |
| Signature |  | | Date |  |