

DBS Checks: Update service record and consent form

Use this form to record information relating to an individual who is registered with the update service. You must establish that you have consent and are legally authorised to access the information held by the Update Service. If you access the information without consent and are not legally authorised to access the information you are breaking the law.

|  |
| --- |
| **Consent**  I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ consent to the Parish of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ accessing the information held by the DBS Update service for the purpose of confirming the status of a DBS check completed on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and registered with the Update service.  Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Authorisation[[1]](#footnote-1)**  **DBS check registered with Update Service:** | | | | | |
| Basic | Standard | | Enhanced | | Enhanced + Barring |
| Workforce: | | | | | |
| Children | | Adults | | Other | Original Certificate Seen |
| **DBS Check required for this role:** | | | | | |
| Basic | Standard | | Enhanced | | Enhanced + Barring |
| Workforce: | | | | | |
| Children | | Adults | | Other | Original Certificate Seen |

**Information provided by the Update Service:**

|  |  |
| --- | --- |
| DBS certificate number |  |
| Surname as shown on original certificate |  |
| Date of Birth |  |

Date status check completed:

Result of DBS status check

This DBS certificate did not reveal any information and remains current as no further information has been identified since its issue.

* the DBS certificate when issued was blank (it did not reveal any information about the person)
* no new information has been found since its issue and can therefore be accepted as being still current and valid

This DBS certificate remains current as no further information has been identified since its issue.

* the DBS certificate revealed information about the person[[2]](#footnote-2)
* no new information has been found since its issue and can therefore be accepted as being still current and valid

This DBS certificate is no longer current. Please apply for a new DBS check to get the most up-to-date information.

* new information has come to light since the DBS certificate was issued and you will need to apply for a new DBS check to see this new information

The details entered do not match those held on our system. Please check and try again.

* the individual has not subscribed to the update service
* the DBS certificate has been removed from the update service
* you have not entered the correct information

If you are unsure as to what to do, having received the outcome of a DBS Update Service Status Check, contact the Diocesan Safeguarding Team.

If you have printed off a copy of the Status Check report attach it to this form or save it in the same folder in the individuals electronic record.

1. If this information does not match you cannot use the update service and a new DBS check is required. [↑](#footnote-ref-1)
2. Ensure that if necessary a DBS risk Assessment has been completed by the Diocesan Safeguarding Team [↑](#footnote-ref-2)