



## YOUR DISCLOSURE & BARRING SERVICE - CRB

### New DBS Update Service

From June 2013, the Disclosure and Barring Service introduced a new service called, the Update Service. This eliminates the need to carry out and pay for a full annual DBS check (provided no offences, cautions, or convictions have been added since the time of the DBS check).

The cost of this DBS service is £13 per year, and must be applied for with your certificate number, within 19 days of the receipt of your DBS certificate. This is a very strict deadline. Please follow the Disclosure and Barring Service website link - <https://secure.crbonline.gov.uk/crsc/subscriber>. You will get an ID number with your registration that you need to log on to for this service.

Upon subscription of this service, WNA/HMR each year will perform a status check. The benefits of this service is not only the annual saving and hassle of documents but it also allows you to take your certificate from one job to the next and view which employers have accessed your certificate.

To check the progress of your DBS certificate, use the DBS tracking service on <https://secure.crbonline.gov.uk/enquiry/enquirySearch.do>

If you are already registered with the update service, please sign below to give us consent for an online status check and thereafter to receive up-to-date information in relation to your DBS. You will need to provide us with an original copy of your enhanced DBS Certificate number.

### I hereby give consent for WNA & HMR to complete a Disclosures & Barring Service Check.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

DBS Certificate Number \_\_\_\_\_

***(Must be an enhanced DBS check)***



HMR

Applicant's Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

**I hereby give consent for WNA & HMR to complete a  
Disclosures & Barring Service Check, and agree to pay the sum of  
£49.00 by – Cash/Cheque/Deduction from wages (if I have a recent shift to  
deduct from)**

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_



**a** applicant's details

1 title  mr  mrs  miss  ms  other

2 surname

3 forename(s)

4 have you ever been known by any other names? no  yes  If 'yes' you must complete the full name(s) in a5 - a13 as appropriate, if 'no' go to a14 Use a continuation sheet if necessary, available from [www.crb.gov.uk](http://www.crb.gov.uk)

5 surname

6 forename(s)

7 dates from and to

8 surname

9 forename(s)

10 dates from and to

11 surname

12 forename(s)

13 dates from and to

14 date of birth

15 gender male  female

16 place of birth (town)

17 place of birth (country)

18 e-mail address

19 contact telephone number

20 do you have a national insurance number? no  yes  If 'yes' you must complete a21, if 'no' go to a22

21 national insurance number

22 do you hold a valid UK driving licence? no  yes  If 'yes' you must complete a23, if 'no' go to a24

23 driving licence number

24 do you hold a valid passport? no  yes  If 'yes' you must complete a25, a26, and a27, if 'no' go to a28

25 passport number

26 nationality

27 country of issue

28 do you have an ISA registration number? no  yes  If 'yes' you must complete a29, if 'no' go to a30

29 ISA registration number

30 do you have a Scottish vetting & barring number? no  yes  If 'yes' you must complete a31, if 'no' go to section b

31 Scottish vetting & barring number

registered body use only	
a1-a3 verified	<input type="checkbox"/>
a14 verified	<input type="checkbox"/>
a21 verified	<input type="checkbox"/>
a23 verified	<input type="checkbox"/>
a25 verified	<input type="checkbox"/>



**b current address**

Please give details of your current address. This is the address to which all correspondence will be sent.

32 address

Grid for address (32 boxes)

33 town/city

Grid for town/city (33 boxes)

34 county

Grid for county (34 boxes)

35 UK postcode

36 country

Grid for UK postcode and country (35 + 36 boxes)

37 at address since

Grid for at address since (37 boxes)

registered body use only  
current address verified?

**c other addresses**

You must provide all other addresses where you have lived in the last 5 years. There must be no gaps in dates, however, overlapping dates are acceptable. Use a continuation sheet if necessary, available from [www.crb.gov.uk](http://www.crb.gov.uk). If not applicable, go to section d.

38 address

Grid for address (38 boxes)

39 town/city

Grid for town/city (39 boxes)

40 county

Grid for county (40 boxes)

41 UK postcode

42 country

Grid for UK postcode and country (41 + 42 boxes)

43 dates from and to

Grid for dates from and to (43 boxes)

44 address

Grid for address (44 boxes)

45 town/city

Grid for town/city (45 boxes)

46 county

Grid for county (46 boxes)

47 UK postcode

48 country

Grid for UK postcode and country (47 + 48 boxes)

49 dates from and to

Grid for dates from and to (49 boxes)

**d apply for registration with ISA**



Independent Safeguarding Authority

50 are you applying for registration with ISA?

no  yes  If 'yes' you must complete d51, d52, d53 and d54, as appropriate, if 'no' go to section e.

51 are you working or do you intend to work, paid or unpaid, with

children  vulnerable adults  cross all that apply

52 are you working or do you intend to work, paid or unpaid, in controlled activity with

children  vulnerable adults  cross all that apply

53 are you applying as a free of charge volunteer?

no  yes  By placing a cross in the yes box, I confirm that I understand that I may be liable for payment at a later date as a result of a change in my employment status.

54 security information-name of first school

Grid for security information-name of first school (54 boxes)

You may be asked to provide this, together with other personal information, when contacting the CRB or ISA for security reasons.

**e declaration by the applicant**

55 have you ever been convicted of a criminal offence or received a caution, reprimand or warning?

no  yes

Applicant declaration (please sign within the box provided)

56 declaration by the applicant

Large box for applicant declaration signature

By signing the applicant declaration box I confirm that the information that I have provided in support of this application is complete and true and understand that knowingly to make a false statement for this purpose may be a criminal offence.

57 date of signature

Grid for date of signature (57 boxes)



