

Dear

DBS Update Service

Thank you for signing up to the DBS Update Service and for letting us know.

The DBS Update Service enables you to manage your DBS record electronically, and to give your permission to Carmarthenshire County Council, and other employers or organisations, to undertake a status check on your record online.

Your DBS certificate is portable if you apply for a position, within the Council or with another employer, where the same type and level of check is required.

The Update Service is currently available for standard and enhanced certificates only (not for basic checks). The Service is available in both Welsh and English.

Registration lasts for one year and costs £13 per year, starting from the date your DBS certificate was issued. The £13 fee is payable by debit or credit card only. Please remember to renew your subscription to the Update Service annually. If you select the annual 'auto renew' option, the DBS will attempt to take the annual renewal fee from the card used to initially subscribe. If your debit or credit card expires, it is very important to provide new card details to DBS to avoid your subscription being cancelled.

IMPORTANT:

You must keep hold of your **original DBS certificate** in order to utilise the Update Service. Your employer will need to see this before they carry out a status check.

You need to make a note of your **unique subscription ID number** and keep it secure. You shouldn't share this subscription ID number with anyone else. If you forget your unique subscription ID number, call DBS on 03000 200 190.

All applications and DBS certificates attached to your subscription must be in the **same name**. If you change your name, you can link a new DBS certificate to your subscription, if your previous name is listed on the DBS certificate application.

If you wish to withdraw your permission for the Council to undertake an online status check, for example because you are no longer undertaking a role which requires a DBS certificate, you should immediately contact the People Services recruitment team at the address below.

Yours sincerely

Kay James

Lead Recruitment Adviser
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