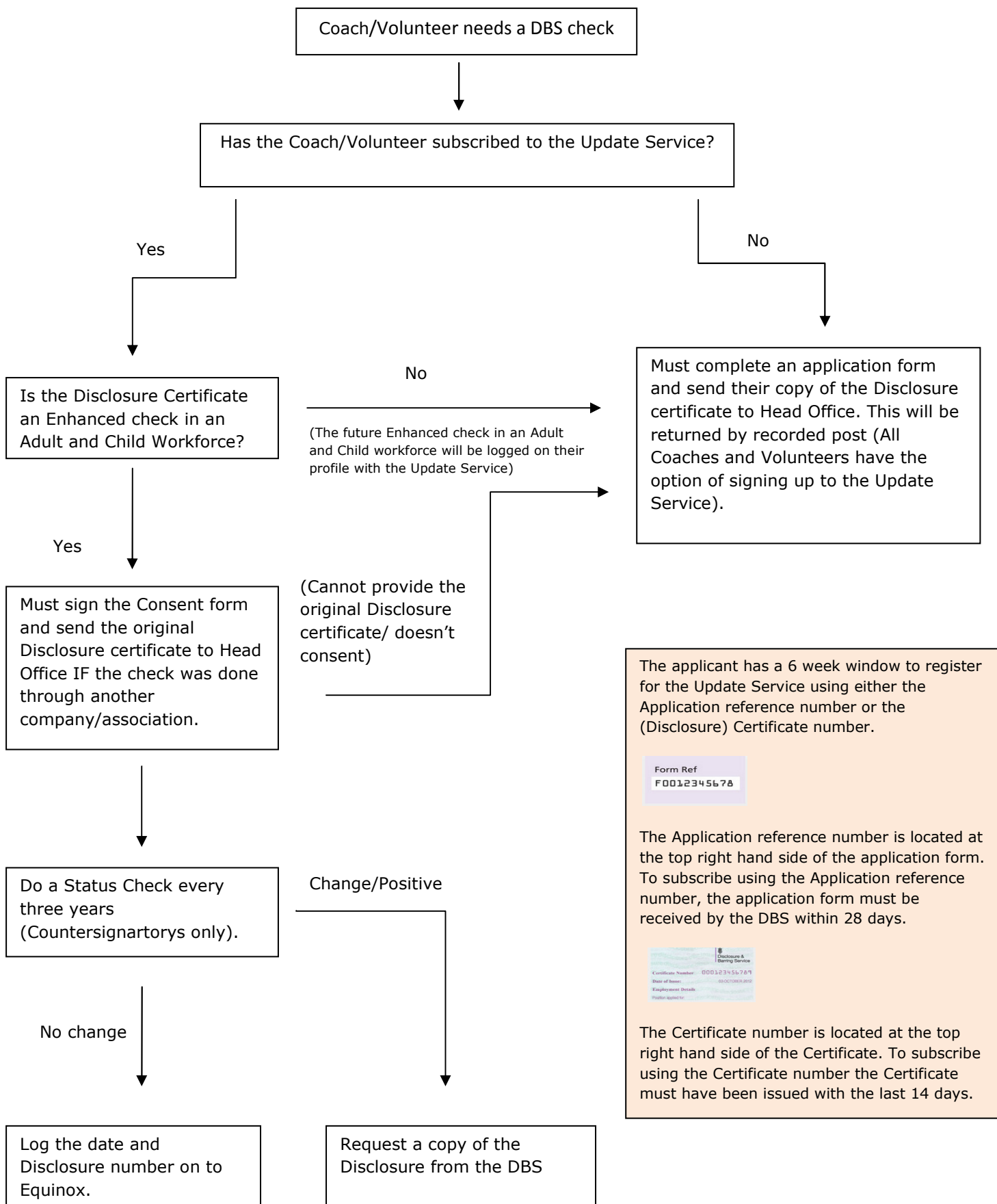



DBS Process



The applicant has a 6 week window to register for the Update Service using either the Application reference number or the (Disclosure) Certificate number.

Form Ref
F0012345678

The Application reference number is located at the top right hand side of the application form. To subscribe using the Application reference number, the application form must be received by the DBS within 28 days.



The Certificate number is located at the top right hand side of the Certificate. To subscribe using the Certificate number the Certificate must have been issued with the last 14 days.