



DBS Update Service Registrant FAQs

These FAQs are designed to provide NRPSI Registrants with information about the Update Service run by the government's Disclosure and Barring Service (DBS). For the definitive description of their service, please visit their website: <https://www.gov.uk/dbs-update-service>

What is the DBS Update Service?

The Disclosure and Barring Service is the government's security vetting department. They provide the DBS certificate which is a well-recognised form of security clearance in the UK - the NRPSI Annual Review shows that over 80% of Registrants held this security clearance. The DBS introduced the Update Service in June 2013 and say using the service may mean never having to apply for a paper certificate again. It is based on an annual subscription which in effect means that your DBS certificate is kept up-to-date and can be taken from role to role (where the same type and level of check is required).

In practice, once you have subscribed to the service and you need to provide your security clearance to a new employer, you would simply need to provide your last paper certificate along with the log in details to the employer, and provide them with written permission to carry out a status check on your record. The DBS announced in mid-2017 that they have 1 million subscribers to the Update Service.

What are the benefits to Registered Interpreters?

By joining this service you could save yourself enormous amounts of time and hassle, given how difficult it is for the self-employed such as interpreters to obtain a DBS check under the paper-based system:

- Save time and money
- One DBS certificate is all you may ever need
- Take your DBS certificate from role to role within the same workforce
- Puts you in control of your DBS certificate
- Makes you more attractive to potential employers as your DBS can be checked instantly

How do I subscribe to the DBS Update service?

The DBS enforce strict deadlines to apply for their Update Service. If you wish to subscribe to the DBS Update Service you can do so as soon as your next application is in process with the DBS (using the application form reference number) or if you have already applied you can register for the Update Service within 30 days of the DBS certificate sent to you. So you need to act fast, and decide whether you intend to subscribe before making your DBS application.

How does NRPSI use the service?

First, when you have decided to subscribe:

1. You need to subscribe **via the DBS** to their Update Service
2. You will need to **provide NRPSI** with the physical printed certificate you received at the time you subscribed
3. You will need to provide NRPSI with [written permission](#) to use the Update Service to check your certificate's record

When **all three** of these are in place, NRPSI will automatically carry out an online 'status check' on the DBS database at first receipt from you and then at your annual renewal. If nothing has changed since the last status check or physical check of the certificate, we will make the appropriate change to the date of clearance on your security clearance record, including to your online record. This means that your security clearance will **never be more than a year out of date**, making your record very attractive to potential employers, and you will not need to supply updated certificates to NRPSI.

How will I know that a status check has been carried out?

When NRPSI (or any organisation you have provided permission to) carries out a status check, the DBS will send you an email providing the date and name of the organisation that has carried out the status check. You will also be able to see the new information on your NRPSI online record.

How much does it cost?

The DBS will be able to provide the most up-to-date information, but currently their annual subscription for the DBS Update Service is £13.00 (no charge for volunteers). The annual check that NRPSI will carry out using the DBS Update Service (once you have provided permission to NRPSI) is included within your NRPSI annual registration fee.

Do I still need to notify NRPSI of convictions?

You should still notify NRPSI immediately if you receive a conviction (whether or not you subscribe to the DBS Update Service), as this could affect your registration status – see [NRPSI Code of Professional Conduct](#) Clauses 3.1 to 3.4. Note that subscribers to the Update Service receive an automatic email from the DBS if there is any change to their record held by the DBS. You should send details of the conviction, along with your own background and explanation of the events leading to the conviction, to psd@nrpsi.org.uk.

What if I decide not to renew my subscription to the DBS Update Service?

You should tell NRPSI immediately if you decide not to renew your annual subscription to the DBS Update Service. The reason for this is that if we carry out a status check (being unaware that the Registrant has not renewed their subscription) and receive a negative message this will trigger NRPSI to carry out an automatic review of the interpreter's registration which could result in suspension.

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