



## **West Sussex members with DBS Clearance.**

If you registered your certificate with the DBS update service

There has been a change made by the DBS service. There is a new renewal process. The DBS service now send yearly emails from the date of the certificate issued to you. You must confirm you still require a DBS, and you still qualify for the free service as you are a volunteer.

You will get an email from the DBS service please do not ignore it. Go to your account, confirm you wish to renew your DBS. Please follow the link and click to RENEW.

If you overlook or miss this email and fail to renew on time then you will have to go through the whole application process again, resulting in additional time, cost, and effort for all involved.

If you did not register your certificate

The ESMBA consider a DBS is valid for 3 years from its date of issue.

You will have to repeat the process with a new application when the three years expire. The cost has increased to £13.