**Use the following form to request a DBS Status Check for those who completed their original DBS application through British Canoeing.**

*The DBS Update Service is an online government service which, once subscribed to, allows a DBS Certificate to be kept up to date for as long as someone remains subscribed to the service\* or until any new information is added to a Certificate (continuous annual subscription is required).*

British Canoeing will be able to carry out a DBS Status Check when a DBS Certificate is due for renewal instead of the applicant completing a new DBS Application **only when the following criteria are met**:

* Initial DBS Application was completed through British Canoeing using GBG Online Disclosures.
* Applicant is subscribed to the DBS Update Service.
* The applicant remains in the same role and workforce as the initial DBS Certificate was applied for.
* Applicant has provided British Canoeing permission to conduct a Status Check by completing the [DBS Status Check Authorisation Form.](https://docs.google.com/forms/d/1PxUaMpwj4XtOZ1zbSgK6ttE8h60zMM_5UQXZ93mfLCs/viewform?c=0&w=1)
* Applicant still meets the eligibility criteria for a [DBS Check](https://f58619eed67ecf47f9c5-69635130c45beb2524d5bafa9c042fe0.ssl.cf3.rackcdn.com/documents/G29-DBS-Guidance-Fowchart-270716.pdf).

***Please note: An applicant may still need to complete a new DBS application, depending on the outcome of the Status Check.***

The request for a DBS Status Check should come from the Club/ Centre ID Verifier/ CWO who should ensure the above criteria has been met before completing the following request form.

|  |
| --- |
| Club/ Centre Name:       |
| Club/ Centre ID Verifier/ CWO Name:       |
| ID Verifier/ CWO Email Address:       |
|  |
| Applicant Name:       |
| Role:       | Workforce: Child [ ]  Adult [ ]  |
| Applicant Email:       |
|  |
| Applicant Name:       |
| Role:       | Workforce: Child [ ]  Adult [ ]  |
| Applicant Email:       |
|  |
| Applicant Name:       |
| Role:       | Workforce: Child [ ]  Adult [ ]  |
| Applicant Email:       |

**Please send the completed form to** **james.unsworth@britishcanoeing.org.uk**