

## Information sheet

### Renewal of criminal record checks

There is no official expiry date for criminal record check Disclosure Certificates issued by the DBS although rechecking is generally recommended after three years.

It is at the discretion of the safeguarding office to determine whether a new application for disclosure should be made or whether a status check of a Disclosure Certificate (for those individuals who have subscribed to the Online Update Service - see **Information Sheet – DBS Update Service**) is necessary.

Before deciding whether or not a new Disclosure Certificate should be applied for the following should be considered:

- The date of issue of the last Disclosure (the information provided on a Disclosure Certificate is accurate at the time of issue);
- The applicant's criminal record or other relevant information may have changed since the issue of their last Disclosure Certificate;
- The workforce relating to their last Disclosure Certificate might not be correct for the position that you are recruiting to (on an enhanced check, the police disclose information based on the workforce for which the criminal record check was originally applied for);
- The level of check for their last Disclosure Certificate may not be correct for the position you are recruiting to (e.g. a change to or from 'Regulated Activity');
- Whether the information revealed on the Disclosure Certificate was based on identity that was checked by another Registered Body.

If a relevant disclosure has been obtained by the CSAS Registered Body or a status check has been made using the Online Update Service, it is not necessary to apply for a new Disclosure Certificate in the following circumstances:

- Continuation of the same role previously performed but moving parish or diocese;
- Application for a role where the workforce and level of disclosure required is the same as that to which the original disclosure relates;
- Temporary deployment to a diocese of members of a religious congregation who have a Disclosure Certificate via the CSAS Registered Body.