



Disclosure &  
Barring Service

# **DBS Update Service**

## **Multiple Status Check Facility**

October 2013

# Contents

Contents .....	2
1.0 Background .....	3
1.1 How to carry out Status Checks .....	3
1.2 What is Multiple Status Checking? .....	3
1.3 Benefits to you .....	4
1.4 Benefits to your employee .....	4
1.5 How to access the Multiple Status Check facility .....	4
1.6 What Status Check results will I see and what do they mean? .....	5
1.7 What are the next steps? .....	5
2.0 Technical information .....	6
2.1 What is a web service? .....	6
2.2 How do I use the Web Service? .....	6
2.3 What are the inputs required to make a Multiple Status Check? .....	7
2.4 What is the URL needed to call the web service? .....	7
2.5 What might a front-end system look like? .....	8
2.6 How do you call the URL? .....	9
2.7 What will XML result returned from the web service result look like? .....	10
2.8 Things to remember .....	10
3.0 Glossary of Terms .....	11

# 1.0 Background

For a small annual subscription of just £13, applicants can join the Update Service and have their DBS Certificate kept up-to-date. They can take it with them from role to role, within the same workforce, where the same type and level of check is required. The service is free to volunteers.

If an applicant has subscribed to the Update Service, with their permission, you can use their current DBS Certificate and carry out a free, instant online Status Check to see if any new information has come to light since its issue.

## Have you given the applicant their application form reference number?

To help applicants join the Update Service at the earliest opportunity, where possible, give them the application form reference number so they can join immediately. If they wait to subscribe with their DBS Certificate number they must use it within 14 days of the DBS

## 1.1 How to carry out Status Checks

After viewing the original DBS Certificate, if you are entitled to carry out a Status Check you can do this at [www.gov.uk/dbs-update-service](http://www.gov.uk/dbs-update-service). Refer to the [DBS Update Service Employer Guide](#) for further information on entitlement to carry out a Status Check.

You will need to enter the name of your organisation, your forename and surname and then the following details of the DBS Certificate being checked:

- DBS Certificate number
- current surname of the DBS Certificate holder - as specified on their DBS Certificate
- date of birth of the DBS Certificate holder - as recorded on the DBS Certificate

## 1.2 What is Multiple Status Checking?

Some organisations submit large numbers of DBS applications and will need to be able to carry out large numbers of Status Checks every day. Other organisations may not submit large numbers of applications but may still want to use a quick and efficient Multiple Status Checking facility which will allow them to carry out Status Checks simultaneously rather than separately.

The DBS has developed a Multiple Status Check facility which can be accessed via a web service. The Multiple Status Check facility will enable organisations to make an almost unlimited number of Status Checks simultaneously.

If you would like to carry out multiple, or large numbers of Status Checks quickly you will benefit from using the Multiple Status Check facility.

## 1.3 Benefits to you

- Quick online checks of DBS Certificates.
- Ability to carry out large numbers of checks at the same time.
- No more time consuming DBS application forms to fill in.
- You may never need to apply for another DBS check for an employee again.
- Saves you time and money.
- Enhances your safeguarding processes and may help to reduce your risks.
- Easy to incorporate into your existing suitability decision-making processes.
- Less bureaucracy.

## 1.4 Benefits to your employee

- Saves them time and money.
- One DBS Certificate is all they may ever need.
- Can take their DBS Certificate from role to role within the same workforce.
- Greater control of their DBS Certificate.
- Can get ahead of the rest and apply for jobs DBS pre-checked.

## 1.5 How to access the Multiple Status Check facility

Your organisation or IT department will need to develop a system which will enable you to:

- Input the required information to carry out Status Checks on numerous individuals simultaneously
- Send the individual information to the DBS system
- Access the information relating to the Status Checks you submitted
- Return the results to you

Your system will connect with the DBS system using a web service. We have provided technical information and guidance in the next part of this guide.

Once the system is built and you want to use it, you will need to submit the following information for each individual for which you have permission to carry out a Status Check:

- The DBS Certificate number of the Certificate being checked.
- The surname of the applicant as it appears on the Certificate being checked.
- The date of birth of the applicant as it appears on the Certificate being checked.
- The name of your organisation.
- You will also need to agree with the declaration below, entering 'true' with the information to be submitted for each Status Check.

*'I confirm I have the authority of the individual to which this DBS Certificate number relates to receive up-to-date information (within the meaning of section 116A of the Police Act 1997) in relation to their criminal record DBS Certificate for the purposes of asking an exempted question within the meaning of section 113A of the Police Act 1997; or in relation to their enhanced criminal record DBS Certificate for the purposes of asking an exempted question for a prescribed purpose within the meaning of section 113B of the Police Act 1997.'*

## 1.6 What Status Check results will I see and what do they mean?

If the details entered can be matched to a valid DBS Certificate that is linked to an individual subscribed to the Update Service, the latest Status of that DBS Certificate will be returned.

The Status Check result only relates to the individual named on both the DBS Certificate and on the Status Check result screen.

The Update Service will only check for updates based on the individual for whom the check was carried out – not the home address where the work is being undertaken or any other individuals employed or living at that address. No checks have been made against any third parties associated to the individual. This could have implications for individuals who are employed in home-based occupations in which third parties may be considered.

The outcome of a valid Status Check will be one of the following:

Returned result	Status Checking response	Meaning
'BLANK_NO_NEW_INFO'	<i>'This DBS Certificate did not reveal any information and remains current as no further information has been identified since its issue'.</i>	The individual's DBS Certificate contains no criminal record information and no new information has come to light since its issue
'NON_BLANK_NO_NEW_INFO'	<i>'This DBS Certificate remains current as no further information has been identified since its issue'.</i>	The individual's DBS Certificate contains criminal record information but no new information has come to light since its issue.
'NEW_INFO'	<i>'This DBS Certificate is no longer current. Please apply for a new DBS check to get the most up-to-date information'.</i>	The individual's DBS Certificate should not be relied upon as new information is now available; you should request a new DBS Certificate.

## 1.7 What are the next steps?

- Discuss the Multiple Status Check facility and its benefits with your organisation.
- Pass this guide and technical information to your IT department or an IT developer.
- Your system can be as simple or as complex as you need – this will affect the time it takes to set it up.
- If you need any further information contact your designated account manager if you have one, or DBS customer services at [customerservices@dbs.gsi.gov.uk](mailto:customerservices@dbs.gsi.gov.uk).
- Once your system is ready you can start using the free Multiple Status Check facility immediately.

## 2.0 Technical information

The following technical information assumes a certain level of technical knowledge. It has been developed to inform organisations and IT departments of the necessary components required to develop a front-end programming interface which is needed to access the DBS Multiple Status Check facility.

**Note:** The DBS do not supply a sample front-end system, nor do we support systems developed by other organisations. It is the responsibility of organisations wanting to use the Multiple Status Check facility to construct and maintain their own front-end system.

### 2.1 What is a web service?

The functionality of the Update Service Multiple Check facility is exposed to organisations via a web service. Web services are typically Application Programming Interfaces (API) or Web APIs that are accessed via Hypertext Transfer Protocol (HTTP). The web service used by the DBS is called 'Restful Web'.

A web service:

- Is a standard mechanism for organisations to expose business functionality to their partners.
- Allows IT applications to communicate with each other in a platform and programming language, independent manner.
- Is a software interface that can be accessed over the network through standardised XML messaging?
- Output is typically XML which is easily interpreted and processed by software applications.

### 2.2 How do I use the Web Service?

The Web Service provides an API for organisations to access the Update Service Multiple Status Check facility. This is achieved by calling a URL.

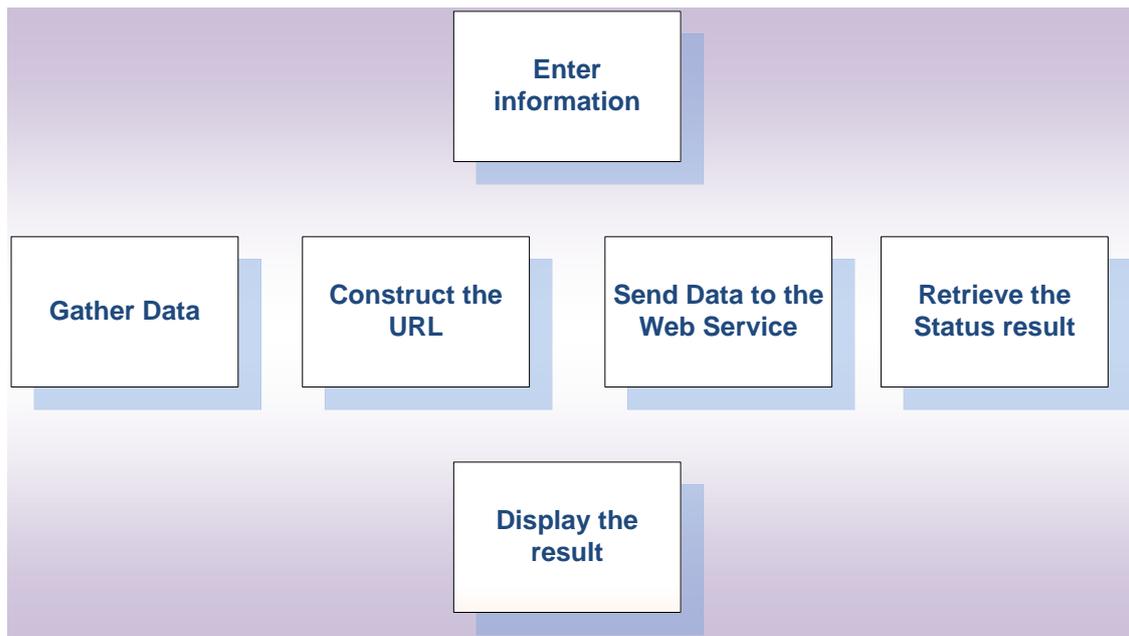
Organisations wanting to use the web service will need to build their own front-end system. This is the front-end programming interface needed to access the DBS web service. The purpose of the front-end system is to send individual information via the API and retrieve the Status result.

A front-end system can be a complex automated product capable of interacting with bespoke in-house business systems, or it can be achieved using a straightforward software application such as Microsoft Excel.

Your front-end system will need to:

- Gather the mandatory input data required to carry out a Status Check (this is the data relating to the individual's DBS Certificate requiring the Status Check).
- Send that data to the web service (via a URL).
- Retrieve the Status result from the web service and associate it with the relevant individual's DBS Certificate.

## Typical Multiple Status check front-end system functions



### 2.3 What are the inputs required to make a Multiple Status Check?

The information required to make a valid Multiple Status Check is the same as the information required to make a Single Status Check.

The data inputs are:

- The DBS Certificate reference number of the DBS Certificate being checked (Integer).
- The surname of the applicant as it appears on the DBS Certificate being checked (Text).
- The date of birth of the applicant as it appears on the DBS Certificate being checked (Date).
- The name of your organisation (Text).
- The name of the employee making the Status Check (Text).
- An indication that you have the Individual's consent to make the Status Check (True/False).

A front-end system must provide all of the above inputs (within the URL) or the Status Check will be rejected. If the data cannot be matched to the DBS certificate of an actual Update Service Individual then the Status check will be rejected.

### 2.4 What is the URL needed to call the web service?

The URL used to call the Web Service is:

<https://secure.crbonline.gov.uk/crsc/api/status/<disclosureref>?dateOfBirth=<DD/MM/YYYY>&surname=<text>&hasAgreedTermsAndConditions=true&organisationName=<text>&employeeSurname=<text>&employeeForename=<text>>

**Note:** The text variables within the URL (shown as <text> or DD/MM/YYYY) will need to be replaced with the input values (individual's name, date of birth, DBS Certificate number, employee surname and forename) entered into your front-end system.

A Multiple Status Check is many Single Status Checks happening in quick succession. Therefore each instance of a Status Check must call the URL independently. This can be done quickly by constructing a loop within your front-end system's coding. Your organisation's developers may also find it useful to replace the <text> components within the URL with predefined variables set to have a value of the required data inputs.

The '&hasAgreedTermsAndConditions' component within the URL must have a value of 'True'. This value represents whether or not the employer has the individual's consent to carry out the Status Check. A value of 'true' is the default position within the URL. However your organisation's developers may handle this element in different ways, for example, setting the variable to true only if there is a 'Y' in a 'consent received' column within your front-end system.

## 2.5 What might a front-end system look like?

There is no definitive model for a front-end system. Its look and feel will depend entirely on your organisation's business needs and design preference.

The example below shows what a simple front-end system could look like. In this example the front-end system uses Microsoft Excel as the host application.

The screenshot displays a web interface titled "Example System". It features a table with four columns: "Certificate Ref", "Applicant Surname", "Date of Birth", and "Status Result". The table contains 21 rows of data. To the right of the table are four buttons: "Make Status Check", "Clear Results", "Show New info only", and "Show All Rows". Below the table are two input fields: "Organisation Name" (containing "ACME Corporation") and "Employer Name" (containing "Lucas Webley").

Certificate Ref	Applicant Surname	Date of Birth	Status Result
1123564855	Smith1	01/01/1985	'BLANK_NO_NEW_INFO'
1123564856	Smith2	02/01/1985	'BLANK_NO_NEW_INFO'
1123564857	Smith3	03/01/1985	'BLANK_NO_NEW_INFO'
1123564858	Smith4	04/01/1985	'BLANK_NO_NEW_INFO'
1123564859	Smith5	05/01/1985	'BLANK_NO_NEW_INFO'
1123564860	Smith6	06/01/1985	'BLANK_NO_NEW_INFO'
1123564861	Smith7	07/01/1985	'BLANK_NO_NEW_INFO'
1123564862	Smith8	08/01/1985	'BLANK_NO_NEW_INFO'
1123564863	Smith9	09/01/1985	'BLANK_NO_NEW_INFO'
1123564864	Smith10	10/01/1985	'BLANK_NO_NEW_INFO'
1123564865	Smith11	11/01/1985	'NEW_INFO'
1123564866	Smith12	12/01/1985	'BLANK_NO_NEW_INFO'
1123564867	Smith13	13/01/1985	'BLANK_NO_NEW_INFO'
1123564868	Smith14	14/01/1985	'BLANK_NO_NEW_INFO'
1123564869	Smith15	15/01/1985	'NEW_INFO'
1123564870	Smith16	16/01/1985	'BLANK_NO_NEW_INFO'
1123564871	Smith17	17/01/1985	'BLANK_NO_NEW_INFO'
1123564872	Smith18	18/01/1985	'BLANK_NO_NEW_INFO'
1123564873	Smith19	19/01/1985	'BLANK_NO_NEW_INFO'
1123564874	Smith20	20/01/1985	'BLANK_NO_NEW_INFO'
1123564875	Smith21	21/01/1985	'BLANK_NO_NEW_INFO'

Organisation Name: ACME Corporation      Employer Name: Lucas Webley

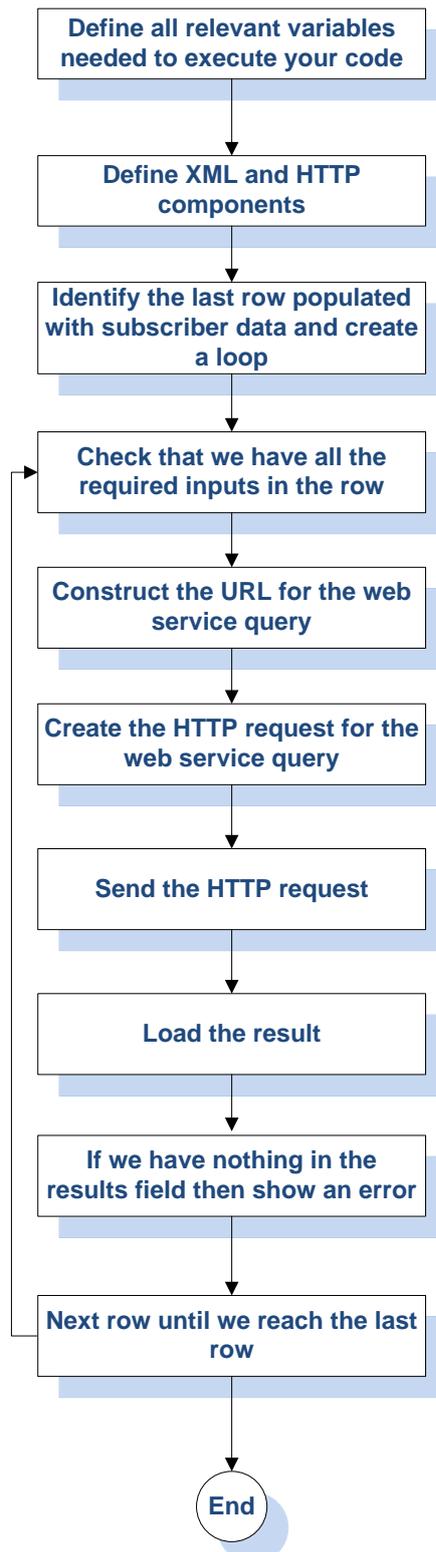
The input data used to construct the URL (mandatory information relating to the Individual's DBS Certificate) is captured in the first three columns of the table.

The required employer information (input data) is entered in the two fields situated below the main table. The indication of Individual's consent is handled within the URL by default.

The process for calling the URL is executed via a 'Make Status Check' button situated on the right of the main table. The 'Make Status Check' button, when selected, runs a Visual Basic for Applications (VBA) code routine. The code gathers the required inputs, constructs the URL, retrieves the Status result and populates the Status result field in column four.

## 2.6 How do you call the URL?

This can be done in a variety of ways. In our example the URL is called via a simple coded routine invoked by an on-screen button. When the button is selected, the coded routine follows the process below:



## 2.7 What will XML result returned from the web service result look like?

The XML for the Multiple Status check result is as below:

```
= <statusCheckResult>
  <statusCheckResultType />
  <status />
  <forename />
  <surname />
  <printDate class="sql-date" />
</statusCheckResult>
```

Therefore an example Multiple Status check result would look like:

```
= <statusCheckResult>
  <statusCheckResultType>SUCCESS</statusCheckResultType>
  <status>BLANK_NO_NEW_INFO</status>
  <forename>BILLY</forename>
  <surname>JONES</surname>
  <printDate class="sql-date">2013-06-10</printDate>
</statusCheckResult>
```

## 2.8 Things to remember

Things to remember when building your front-end system:

- Your organisation must develop and maintain its own front-end system.
- A front-end system can be as complex or as simple as your organisation wants it to be.
- The Update Service Multiple Status Check facility is accessed via a web service.
- The web service is the mechanism which exposes the back-end functionality of the Update Service to organisations.
- The web service is called via a URL.
- The URL is constructed using six mandatory inputs.
- The mandatory inputs represent the information relating to an individual's DBS Certificate, your organisation and confirmation of consent to carry out the Status Check.
- All of the required inputs must be included within the URL in order to make a valid Status Check.
- The DBS Certificate inputs must match against an individual with a valid subscription to the Update Service or it will be rejected.
- A Multiple Status Check is really lots of single Status Checks happening in quick succession. Your front-end system must provide for this.

## 3.0 Glossary of Terms

Abbreviation / Term	Description / Definition
API	Application Programming Interface.
Application form reference	The number printed on the top right of the application form under the DBS logo, or the e-reference that may be supplied by the organisation who submitted an online DBS application.
Code/Coding	Programming language.
DBS	Disclosure and Barring Service
DBS Certificate	The Certificate produced by the DBS that is sometimes referred to as a Criminal Record Check.
DBS Certificate reference number	The unique reference number printed on a DBS certificate
Front-end system	The front-end programming interface (your organisation's system) set up to provide access to another system (DBS system).
HTTP	Hypertext Transfer Protocol. HTTP is the data transfer protocol used on the 'World Wide Web'.
Individual	The individual who has subscribed to the Update Service.
Inputs	The variables relating to individual and organisational information needed to construct the URL required to carry out a Status Check.
Integer	A whole number.
Multiple Status Check	Multiple Status Check requests which are submitted at the same time by an individual or organisation using the Multiple Status Check web service.
Status Check	An activity whereby an organisation or an individual makes an online check to see if the information on a DBS certificate is up to date.
Status result	The outcome of the Status Check of a DBS Certificate.
Restful Web	The web service used by the DBS to facilitate the Multiple Status Check.
URL	An acronym for Uniform Resource Locator. A URL relates to a reference (an address) to a resource or web page on the internet.

Update Service Multiple Status Check facility	The service provided by the DBS to enable organisations to carry out Multiple Status Checks at the same time.
VBA	Visual Basic for Applications - a programming language used with Microsoft Applications.
Valid subscription	A subscription to the Update Service that is live at the time a Status Check is made.
Volunteer	A person engaged in an activity which involves spending time, unpaid (except for travel and other approved out-of-pocket expenses), doing something which aims to benefit some third party other than or in addition to a close relative.
Web service	An application programming interface (API) or Web API that is accessed via Hypertext Transfer Protocol (HTTP).