

THE DIFFERENCE BETWEEN THE DBS UPDATE SERVICE AND AUTO-RENEWAL



We know there can sometimes be confusion between the **DBS Update Service** run by the government and the **Auto-Renewal service** available through My Club Hub, so we want to take a moment to explain the difference.

DBS Update Service (Government)

The Government run DBS Update Service keeps your DBS up to date if you choose to subscribe. This means all you have to do is supply your certificate number to us each year to keep our records up to date.

The process for opting-in to the service and keeping your My Club Hub profile updated is below:

- Firstly, you have to apply for a DBS Certificate, [please see our guide on how to do this on My Club Hub if you need any assistance.](#)
- Once you receive your DBS certificate, you have **30 days** from the date of issue to sign up to the Update Service. ([Click here to head there now](#)) This service automatically keeps your DBS up to date each year providing you maintain your yearly subscription.
- The cost is **£16 per year for paid coaches**, while **volunteers can register for free.**
- My Club Hub is not automatically linked to the DBS Update Service, so when your DBS is due to expire in My Club Hub, please provide your certificate and certificate start date in My Club Hub so we can update your profile. (**Please see our guide on how to do this here**)
- To do this, you'll need to provide your **DBS certificate number**. This can be found either on your original physical certificate or by logging into your account on the DBS website.
- Once we have confirmed the checks, your DBS will then be up to date in My Club Hub for another 12 months.

My Club Hub Auto-Renewal Service

- This is a separate option, where you can choose to set **My Club Hub**, where British Taekwondo will issue you **application link every three years**. This currently costs £200.00.



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- You can opt into this by selecting “**Auto-Renewal**” when purchasing your DBS on My Club Hub.

⚠ Important: DBS applications are handled by a third-party provider. If you make an application in error, refunds are not always possible. Please take care to select the correct service when applying.

We hope this helps to clarify the two services available. If you are unsure which option is best for you or need support with the process, please don't hesitate to contact us via our [Zendesk System](#).