To complete your Venloc registration, you must be registered with the **DBS Online Update Service**. Each year, you will be required to register for an annual subscription with the Online Update Service. Failure to do so will result in you being removed from the Venloc database.

### Next Steps

If you are already registered with the DBS Online Update Service, you do not need to apply again, but must input your DBS certificate number that you used to register with the DBS Online Update Service in Venloc.

If you are not a member of the Online Update Service, you must register following the steps below:

1. **Applying for a DBS Certificate**:
   - If you are not registered with the DBS Online Update Service, you must apply for a DBS certificate.
   - To apply, please follow the step by step guide in the attached Applicant Guidance Notes.
   
   ![DBS Guidance Notes - Locums.pdf](https://example.com/DBS-Guidance-Notes-Locums.pdf)
   
   - Once you have submitted your application form, you must make note of your reference number and make an appointment with the People Manager at an Asda store where you will be providing your locum services for, so that your ID can be verified. Forms of acceptable ID are included on page 11 of the Applicant Guidance Notes.
   - Please note to apply for a DBS check there is a cost of £54.09. Each locum is required to cover this cost and it will not be reimbursed by Asda.

2. **Applying for the Online DBS Update Service**:
   - Once you have applied for your DBS certificate, you can apply for the Online DBS Update Service at [https://secure.crbonline.gov.uk/crsc/apply](https://secure.crbonline.gov.uk/crsc/apply).
   - You must provide:
     - Your e-bulk e-reference number (whilst your check is processing) **OR**
     - Your DBS certificate number (you must join within 19 calendar days of the DBS certificate issue date)
   - To register for the Online DBS Update Service there is an annual subscription fee of £13 per year. Each locum is required to cover this cost and it will not be reimbursed by Asda.

3. **Completing your Venloc application**:
   - Once you receive your certificate and have registered for the DBS Online Update Service, you must input your certificate number in Venloc to complete your registration (please note for locums that are already approved on Asda Venloc, the People Trading Manager must enter the certificate number in Venloc on your behalf).
   - You must contact the People Manager and make an appointment for them to view the hard copy of your certificate and approve your application on Venloc.

### Working in Northern Ireland and Scotland

If you also provide locum services to Asda in Northern Ireland and/or Scotland you will be subject to additional Safeguarding checks in order to be compliant with legislation in the country where you are providing these services. You must contact the People Manager at a store you locum for, in each country you wish to provide your locum services to.

Last updated: June 2016