



Disclosure & Barring Service

DBS online account guidance

View your DBS basic certificate



Introduction

This guidance details the process for an applicant to view their DBS basic certificate online. To complete this process you will need to have a DBS online account linked to your DBS profile.

Definitions

DBS online account: This is your account used to access DBS online services.

Guidance

1. Log in to your DBS online account at <https://disclosure.homeoffice.gov.uk>
2. Select **Manage DBS Check** from the left side menu.
3. **Request a one time passcode.** This will be sent to your registered phone number or email address.
4. Select a security question and provide the answer.

The answer is case sensitive.

5. Select the requested characters from your memorable word.
6. Enter the one time passcode, sent to your registered phone or email address and submit the form.

* Security question

* Security answer

* Character 1 * Character 2 * Character 3
Please provide the 1,2 and 3 character of your memorable word

You will never be asked to enter your full memorable word.
[View memorable word hint](#)

* One time passcode:

An additional one time passcode can be requested if required.

7. Check the status of your submitted application. If your certificate has been issued it can be viewed by selecting the certificate number.

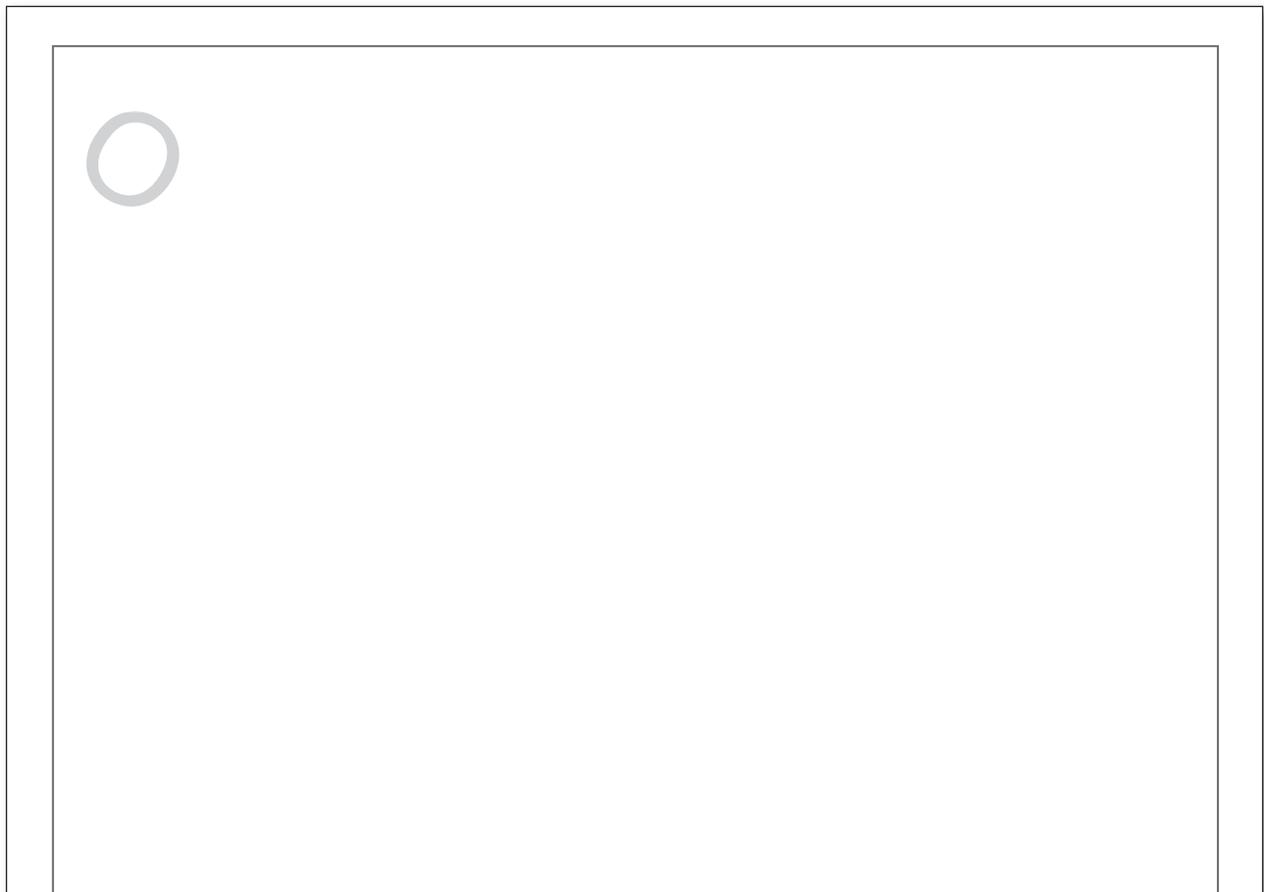
Manage Applications

A list of your submitted applications

Application number	Position applied	Employer	Submitted date	View certificate	Status
<input type="checkbox"/> E01234567890			16/01/2018	000123456789	Certificate issued / dispatched

[Withdraw application](#)

8. Your certificate will now be displayed.



Your certificate is only valid online and should not be printed. If you wish to share your certificate with a third party, you can grant them consent (please see the manage consent guidance).