



Disclosure & Barring Service

DBS online account guidance

View an applicant's DBS basic certificate



Introduction

This guidance details how to view an applicant's DBS basic certificate. To complete this process you will require either a standalone consent code from the applicant, or a DBS online account to which the applicant has granted you auto consent.

If an applicant has granted you auto consent to view their certificate you will receive a notification message in your online account.

Definitions

Standalone consent: An applicant can generate a standalone consent code for you to view their certificate. The certificate can only be viewed once and the consent will expire on a date specified by the applicant.

Auto consent: An applicant can grant you auto consent to view their certificate if you have a DBS online account. The certificate can be viewed multiple times up to the date specified by the applicant.

View certificates with auto consent

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

Request one time passcode

We will send the passcode* to the phone number you have registered with us.

You can also request the passcode to be sent to your registered email address.

[Request a passcode](#) * to be sent on your registered email address.

*You can request a maximum of 5 passcodes.

CONTINUE

CANCEL

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.

* 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:

If you haven't received or OTP is expired [Regenerate your one time passcode](#)

An additional one time passcode can be requested if required.

7. Submit the form.

8. Select the **View certificate status** link.

Consented product / service list

[Submit barring referral representation](#)

Submit representations for all the referral cases where you have been granted consent from the referred individual.

[View certificate status](#)

View certificates for subjects who have granted you consent.

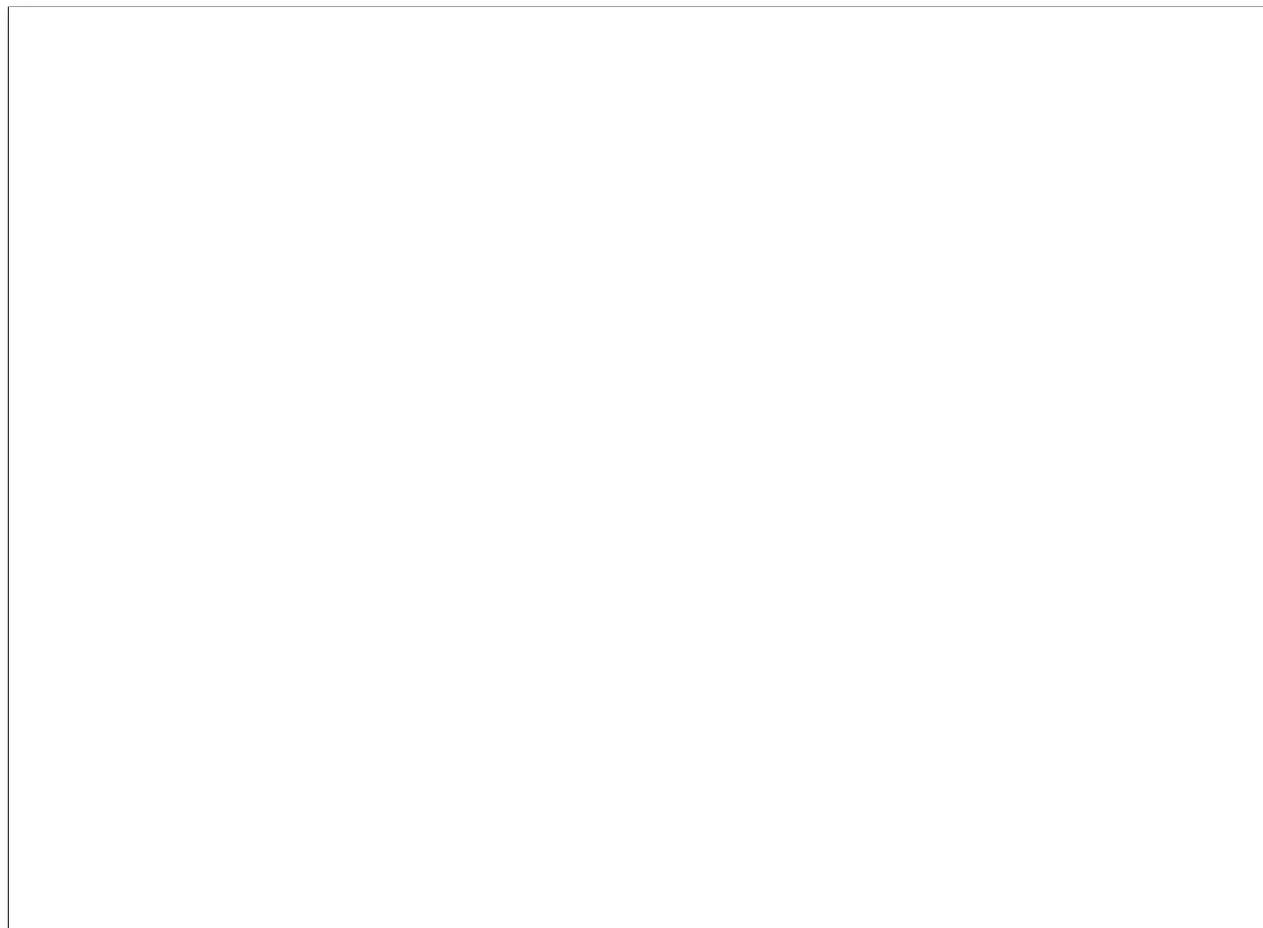
9. Select the **certificate number** link you wish to view.

View certificate status

First name Last name

Title	First name	Last name	Nature of job position	Certificate number	Update service status
Mr	John	Smith	Not applicable	0001223333124	Not applicable

10. The selected certificate will now be displayed.



The certificate is only valid when viewed online and should not be printed.

View certificates with standalone consent

1. Visit the DBS online account website at <https://disclosure.homeoffice.gov.uk>
2. Select **View DBS certificate** from the left side menu.
3. Complete and submit the **View DBS certificate** form.

View DBS Certificate

* Mandatory fields

* Certificate Number

* Applicant Last Name

* Applicant Date of birth 

* Consent Code

* Type the characters you see in the picture 

The consent code is provided by the applicant and can only be used once. If you need to view a certificate again, a new consent code is required.

4. The selected certificate will now be displayed.



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