



Disclosure & Barring Service

DBS online account guidance

Create/activate an individual DBS online account



Introduction

In order to access the full range of online services available to you as an applicant, you will need to create and activate an individual DBS online account.

Create an individual online account

1. Visit <https://disclosure.homeoffice.gov.uk>
2. Select **Register** from top right menu headings.
3. Click the **Create an individual account** button.
4. Complete and submit the **create a new individual online account** form.

Create a new individual online account

Please enter your personal details below * Mandatory fields

Title	<input type="text" value="Select Title"/>	
* Surname	<input type="text"/>	
* Forename(s)	<input type="text"/>	
* Date of birth	<input type="text" value=""/>	
* Email address	<input type="text"/>	Help
* Confirm Email address	<input type="text"/>	
Telephone number	<input type="text"/>	Help

New account details

* Username	<input type="text"/>	Help
* Type the characters you see in the picture		
	<input type="text"/>	

Some online services involve an additional level of security before access is granted. Although 'telephone number' is not a mandatory field, it is preferable to add a mobile number if you want to receive security codes by text message.

5. A confirmation screen will be displayed and an activation code and link will be sent to your email address. You will be asked to confirm your new account by following the link and entering the activation code (for a more in-depth guide to activating your account, see below).

Activate your online account

1. Click the **Activate my account** link in the email – this will take you to the online account activation page.

The activation code is only valid for 24 hours. If the activation code is not used within 24 hours, you will need to create your account again.

2. Complete and submit the **Activate an online account** form.

Activate an online account

Please enter your user name and activation code that was sent to you by email * Mandatory fields

* Username

* Activation code

Use the activation code supplied in the email and the username used to create your account.

3. Complete and submit **Create online account log in details** form.

Create online account log in details

Please provide your new account authentication details

* Username

New account details * Mandatory fields

* Create password

* Confirm password

* Memorable word

* Memorable word hint

* Additional security question 1

* Additional security answer 1

* Additional security question 2

* Additional security answer 2

* Additional security question 3

* Additional security answer 3

* I have read and understood the [terms and condition](#)

I want to receive DBS news and updates via email

* Type the characters you see in the picture 

Your log in details will include a password, memorable word and answers to three security questions. All of these should be kept private and should not be shared.

Important: *Please ensure you remember your username and security credential. You will need these to access some of the online services.*

4. A confirmation message will be displayed, if you have included a telephone number you will also be asked to verify it.