D B S online account guidance

Manage consent - allow someone access to view your certificate
Introduction

This guidance details the process for an applicant to share their online certificate with a third party. 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.

Consent code: A unique code which can be shared with a third party to view your certificate.

Guidance

1. Log in to your DBS online account at https://disclosure.homeoffice.gov.uk

2. Select Manage consent from the left side menu.

   Menu items are in alphabetical order.

3. Request a one time passcode. This will be sent to your registered phone number or email address.

   If your phone number is not verified, the code will be sent to your registered 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.

   An additional one time passcode can be requested if required.

7. You have two options to share your certificate:

   **Manage consent**

   - Grant consent to a third party who does not have a DBS online account
     Grant third parties who do not have a portal login a one time access to your disclosure certificate, update service status and payments.

   - Grant consent to a third party who has a DBS online account
     Grant third parties with a portal login, multiple use access to your disclosure certificate, update service status and other products.

   - Grant consent to view your certificate once
   - Grant consent to view your certificate multiple times to a third party who has a DBS online account
Grant consent to view your certificate once

1. Select the **Grant consent to a third party who does not have a DBS online account** link.

2. Select the **Grant consent button** to generate a new consent code.

3. Enter the recipient and product details and select the **Add button**.

4. Enter the access valid until date and select the **Generate button**.
5. Read and confirm the message box if you agree to the conditions.

Please note that you will not be allowed to add new products after generation of consent code.

By giving the consent code to anyone you might also be giving access to information to someone who would not be able to request it via the disclosure check process. Do you want to proceed?

Agree  Cancel

6. A consent code will be generated. Please make a note of the code and share it with the recipient you wish to grant access to.

The consent code will also be displayed on the View consent history screen shown above at step 2.

Grant consent to view your certificate multiple times to a third party who has a DBS online account

1. Select the Grant consent to a third party who has a DBS online account link

2. Select the Grant consent button

View auto consent history

Recipient's name  Recipient's email  View

<table>
<thead>
<tr>
<th>Recipient's name</th>
<th>Email (time of consent)</th>
<th>Email (current)</th>
<th>Start date</th>
</tr>
</thead>
<tbody>
<tr>
<td>No records found</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Grant consent  Cancel
3. Enter the recipient’s email address and select the **Validate button**.

4. Select product details and then the **Add button**.

5. Enter the access valid until date and select the **Grant consent button** if you agree to the conditions displayed.

6. Access to view your certificate will now be granted to the recipient’s DBS online account.