

DBS 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.

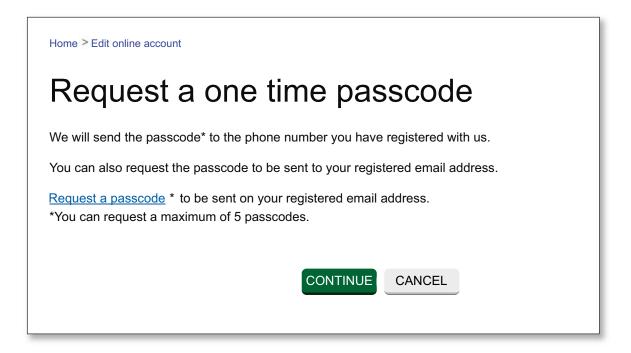
Consent code: A unique code which can be shared with a third party to view your certificate.

## 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.

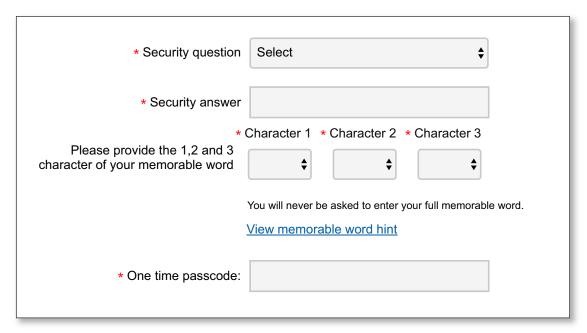


If your phone number is not verified, the code will be sent to your registered email address.

4. Select a security question and provide the answer/

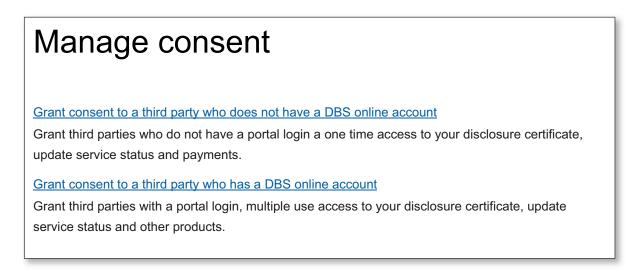
The answer is case sensitive.

- 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.

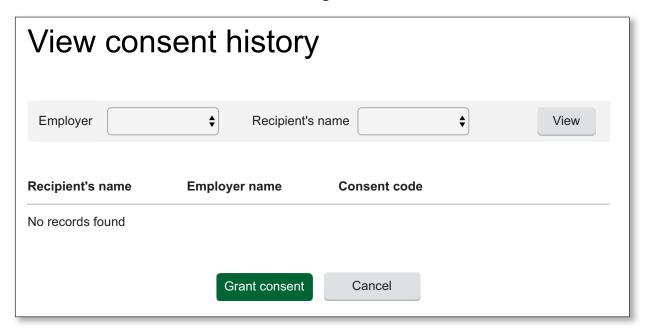
7. You have two options to share your certificate:



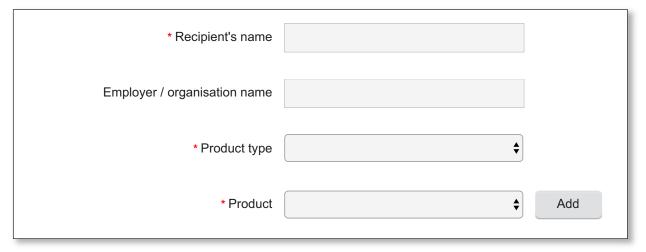
- Grant consent to view your certificate once
- Grant consent to view your certificate multiple times to a third party who has a DBS online account

# Grant consent to view your certificate once

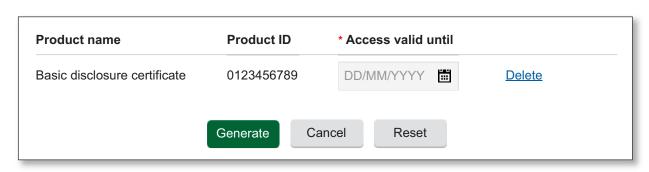
- 1. Select the Grant consent to a third party who does not have a DBS online account link.
- 2. Select the **Grant consent button** to generate a new consent code.



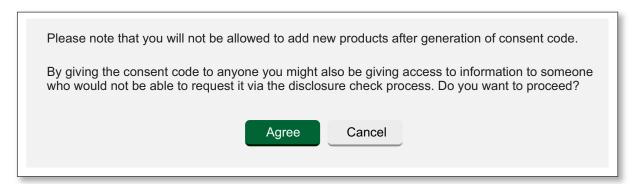
3. Enter the recipient and product details and select the Add button.



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.

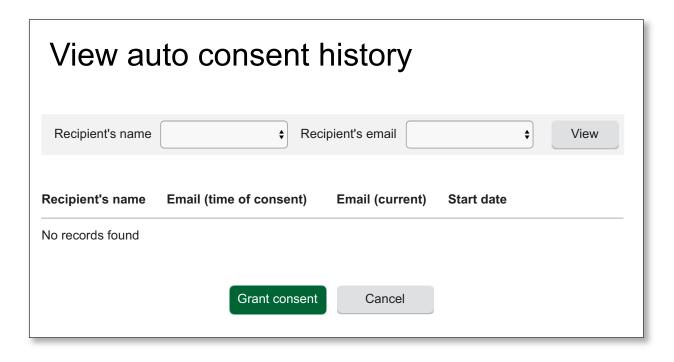


6. A consent code will be generated. Please make a note of the code and share it with the recipient you wish to grant access to.

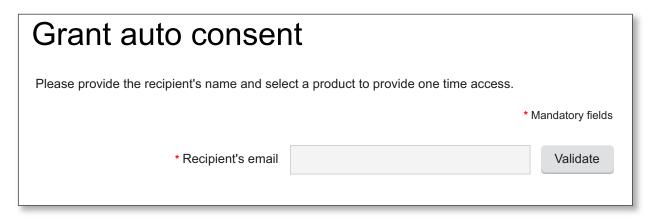
The consent code will also be displayed on the **View consent history** screen shown above at step 2.

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

- Select the Grant consent to a third party who has a DBS online account link
- 2. Select the Grant consent button



3. Enter the recipient's email address and select the Validate button.

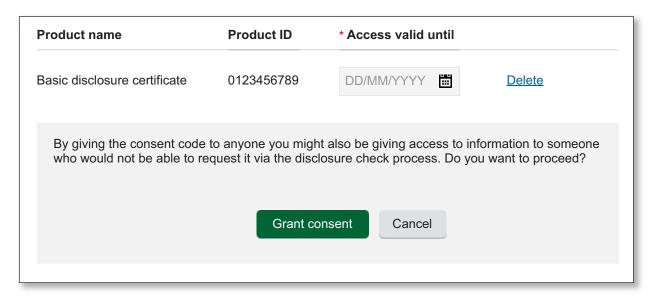


If the recipient has registered for a DBS online account, their name will now be displayed.

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.