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.

   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

<table>
<thead>
<tr>
<th>Application number</th>
<th>Position applied</th>
<th>Employer</th>
<th>Submitted date</th>
<th>View certificate</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>E01234567890</td>
<td></td>
<td></td>
<td>16/01/2018</td>
<td>000123456789</td>
<td>Certificate issued / dispatched</td>
</tr>
</tbody>
</table>

Withdraw application

8. Your certificate will now be displayed.

BASIC Certificate

Disclosure & Barring Service

DBS fee charged
DBS ID number: P123ABC456D

Certificate number 00123456789
Date of issue: 14 March 2018

Applicant personal details
Surname: PHILLIPS
Forename(s): DARREN
Other names: NONE DECLARED

STRICTLY PRIVATE AND CONFIDENTIAL

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).