



Disclosure & Barring Service

DBS online account guidance

Link your online account to a DBS profile



Introduction

This guidance details the process for linking your DBS online account and your DBS profile. To complete this process you will need to have completed a DBS basic check, received a letter with an authorisation code and created an individual DBS online account.

Definitions

DBS online account: This is your account used to access DBS online services.

DBS profile: This contains your personal information and details of the products and services you have received or used from the DBS.

Authorisation code: This is the code used to provide access to your DBS profile via your DBS online account.

Guidance

1. Login to your DBS online account at <https://disclosure.homeoffice.gov.uk>
2. Select <> **Authorisation code** from the top left of the page.
3. Enter and validate the DBS authorisation code.

This was posted to you on completion of your DBS basic checks.

Verification of DBS authorisation code

Please provide your DBS authorisation code.

* Mandatory fields

* Authorisation code

4. Complete and submit the **Verification of DBS authorisation code** form.

Verification of DBS authorisation code

* Mandatory fields

Authorisation code: 1234567890

Identity Verification

* Date of birth 

Please enter one of the following numbers provided in your application

Application reference number

Passport number

Driving licence number

National insurance number

*Please enter **either** your application reference number or a driving licence / National Insurance / passport number used in your DBS basic check application. The application reference is in the format E1234567890.*

5. A confirmation message will be displayed, and you will be asked to login again to access your linked DBS profile and products.