Disclosure & Barring Service

DBS online account guidance

Edit your online account

Introduction

This guidance details the process for editing your DBS online account.

Definitions

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

One time passcode: A security code used to gain access to some DBS online services.

Guidance

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

2. Select **Edit online account** from the left side menu.

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

Home > Edit online account

Request a one time passcode

We will send the passcode* to the phone number you have registered with us.

You can also request the passcode to be sent to your registered email address.

Request a passcode * to be sent on your registered email address.
*You can request a maximum of 5 passcodes.

CONTINUE   CANCEL

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.

* Security question	Select ▲▼
* Security answer	
Please provide the 1,2 and 3 character of your memorable word	* Character 1 ▲▼ * Character 2 ▲▼ * Character 3 ▲▼

You will never be asked to enter your full memorable word.

View memorable word hint

* One time passcode:

An additional one time passcode can be requested if required.

7. Submit the form.

8. You can now edit your online account details as required, and submit the form.

9. A message will be shown to confirm your changes have been saved.