



Disclosure & Barring Service

DBS online account guidance

Track a DBS basic check application



Introduction

This guidance details how to track a DBS basic check application.

Guidance


1. Visit the DBS online account website at <https://disclosure.homeoffice.gov.uk>
2. Select **Track DBS application** from the left side menu.
3. Complete and submit the **Track Application Status** form.

Track Application Status

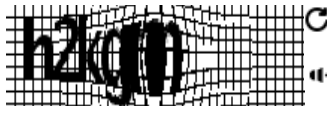
Please complete the form below to track an applications status. You can also [Track multiple applications](#)

* Mandatory fields

* Application Reference Number

* Date of birth 

* Applicant Surname

* Type the characters you see in the picture 

The application reference is in the format E1234567890.

4. The **View application status** screen shows the stages of your application.

View application status

Application number 0123456789

Stage 1	Application Received	Completed	12/05/2018
Stage 2	Police national computer search	Completed	15/05/2018
Stage 3	Assemble Certificate	Completed	18/05/2018
Stage 4	Certificate Issued / Despatched	Completed	18/05/2018

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