

# Guide to Basic DBS checks


Your guide to the importance and  
benefits of Basic DBS checks



On average...

2.6m

Basic DBS checks  
are requested  
each year

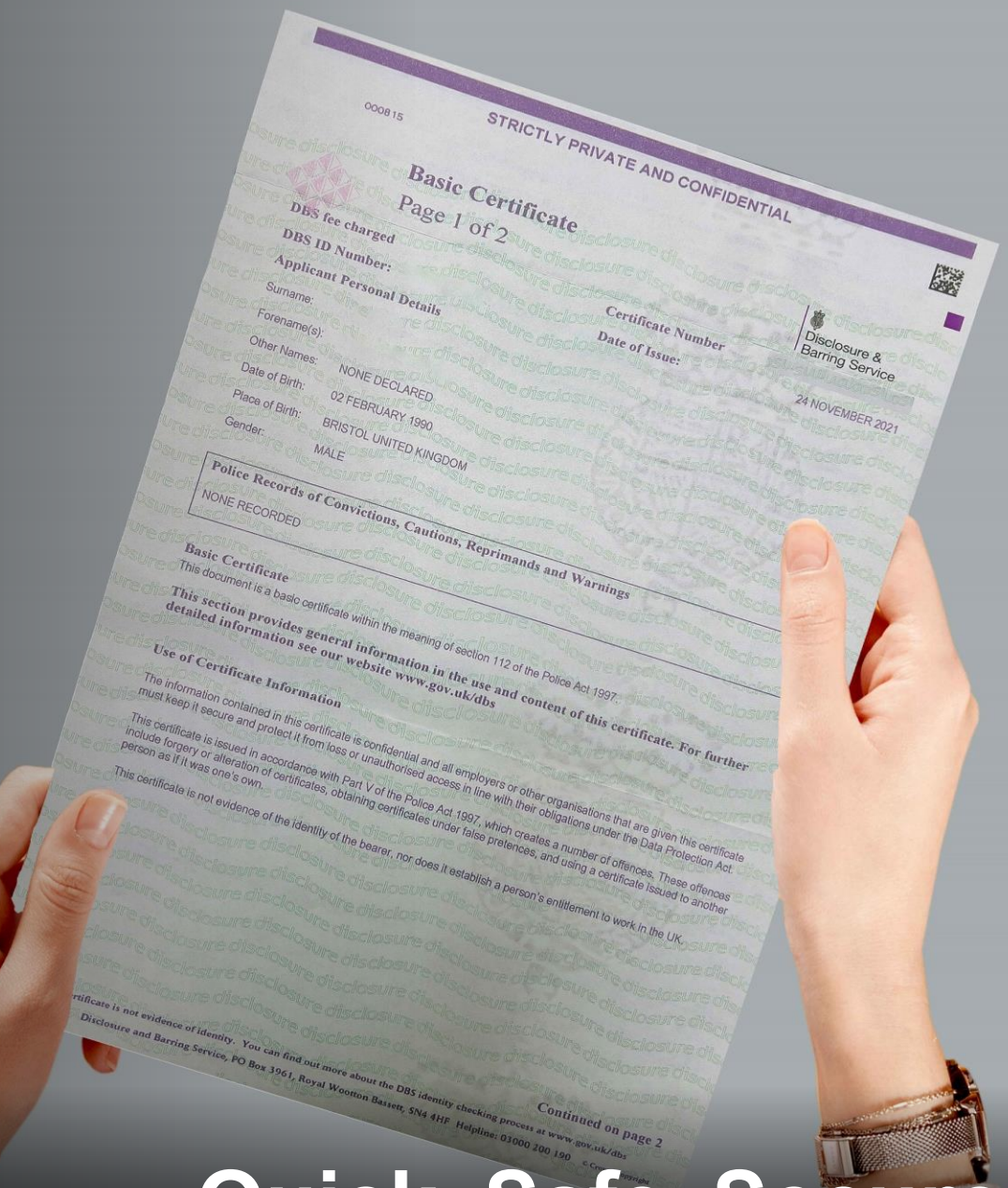


**88%**  
of Basic DBS  
checks are  
completed within  
48 hours



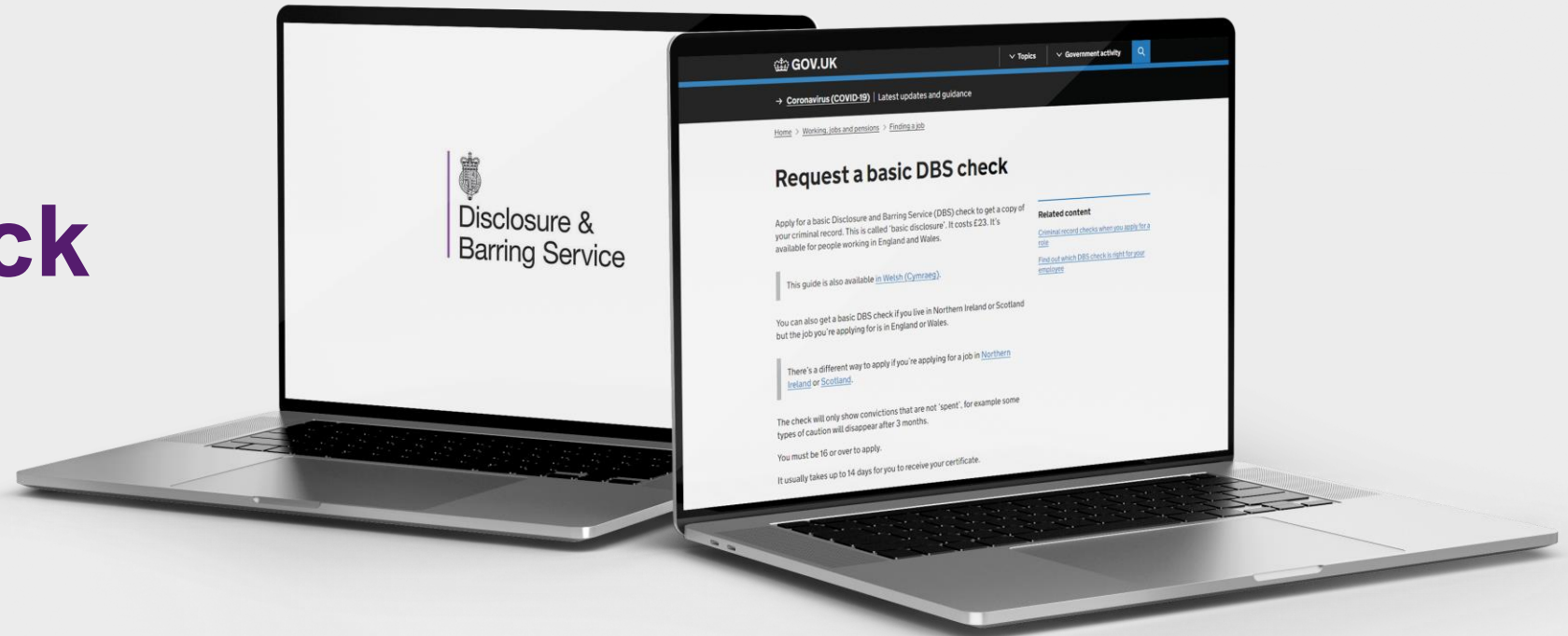
40,000+

Basic DBS  
checks every  
year reveal a  
conviction





# Basic DBS check





## Basic DBS check

A **Basic DBS check** is a check of any conditional cautions and unspent convictions, under the terms of the Rehabilitation of Offenders Act (ROA) 1974.

A Basic DBS check can be obtained by anyone over the age of 16 living or **looking to live and work in England and Wales**.

An individual **can apply for a Basic DBS check directly to DBS** through our online application route, or an **employer can apply for a Basic DBS check on an individual's behalf**, through a Responsible Organisation (RO), if they have consent.

There are **no legislative or eligibility requirements to have a Basic DBS check**, so anyone aged 16 or over can apply at any time and you can request this as part of your recruitment process.





## Why are Basic DBS checks important?

Basic DBS checks from the Disclosure and Barring Service (DBS) are important because they **provide relevant information about an individual's criminal history**. This information can serve as a useful tool in supporting informed recruitment decisions.

Anyone can apply or be requested to apply for a Basic DBS check. Conducting a Basic DBS check on an individual before hiring them can **help to inform job role suitability**, strengthen recruitment decisions and protect an organisation's reputation.

Basic DBS checks **focus on unspent convictions and cautions**. This can include both minor and serious offences, such as theft, fraud, or assault. Employers can use this information to assess an individual's suitability for the role they are applying for, **reducing the risk of hiring someone who has a history of criminal behaviour that may pose a risk to their organisation**.

Basic DBS checks can **contribute to determining an individual's reliability**, particularly when they are handling sensitive information.





## Quick turnaround

Basic DBS checks are processed in **48 hours**, in **88%** of cases.

## Protect the vulnerable

Basic DBS checks help provide additional **reassurance**, empowering **better recruitment decisions**.

## Basic DBS check



## Key benefits



## Peace of mind

You can demonstrate that you've taken steps to **ensure that criminal unspent convictions of your workforce is disclosed**.

## Simple process

Basic DBS checks can be **applied for online, directly to DBS** needing only personal details and ID.







## Basic DBS check



## Key benefits

### Widely accepted

Basic DBS certificates are **respected by a wide range of employers** and organisations, giving your customers **confidence**.



### No ties to eligibility

There is no legislative or role-based eligibility criteria that must be met for a Basic DBS check, making it a **simple addition to any recruitment process**.



### Value for money

A Basic DBS check is the **most affordable** type of check offered by the Disclosure and Barring Service (DBS). It costs just £21.50, making it an accessible option for employers on a budget.





“ The Basic DBS check from the Disclosure and Barring Service (DBS) is an **affordable, accessible, widely accepted** way to obtain a criminal record check. It can provide peace of mind for both **individuals and employers** and help to inform job role suitability. ”

Eric Robinson  
**Chief Executive Officer**  
Disclosure & Barring Service





## Common users of Basic DBS checks



**Construction**



**Aviation**



**Logistics and Transport**



**Finance and Legal**



**Leisure and Hospitality**





# A safer recruitment product for everyone





## Rehabilitation of offenders

### Considering ex-offenders as a part of your recruitment process:

- 1. Access to a wider talent pool:** You can tap into a pool of individuals who may possess various skills, experiences, and unique perspectives. This can bring diversity to the workforce and help fill skill gaps.
- 2. Increased loyalty and commitment:** You can often find higher levels of commitment and employee loyalty. These individuals appreciate the chance to re-integrate into society through gainful employment and often strive to prove themselves. A **recent survey** has shown that **90%** of businesses that employ prison leavers agreed that they are 'good at their job, good attenders, and trustworthy'.
- 3. Positive impact on re-offending:** Stable employment plays a crucial role in reducing re-offending rates, as ex-offenders with jobs are less likely to re-offend. By offering employment opportunities, you can contribute to building safer communities, reducing overall crime rates, and enhancing your corporate social responsibility.



## Rehabilitation of offenders

Considering ex-offenders as a part of your recruitment process:

**4. Potential financial benefits:** Increased loyalty and reduced staff turnover can decrease costs. These financial benefits can offset potential risks associated with recruitment or training costs. **Sector specific advice** and case studies are available if you want to find out more.

**5. Rehabilitation and personal growth:** You can serve as a rehabilitative tool for ex-offenders, allowing them to acquire new skills, build self esteem, and reintegrate into society. It offers a chance for personal growth and a fresh start, giving back to your community.

**6. Responding to Disclosure information:** If the Basic check shows unspent cautions or convictions and you are unsure on what decision to take next, visit our **website**.



## Ways to apply

Applicant direct



Organisation-led



### EASE FOR INDIVIDUALS, FLEXIBILITY TO SCALE

- ▶ Individuals can apply directly to DBS via our online application route
- ▶ Individuals or employers can also apply for a Basic DBS check **through a Responsible Organisation (RO)**

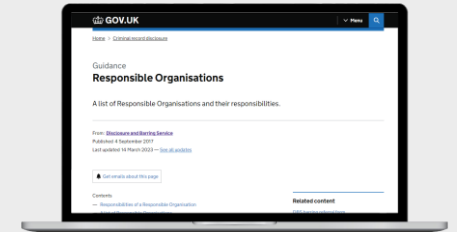
Via DBS Basic Digital Service



Disclosure & Barring Service

Access our online application route for Basic DBS checks

Via a Responsible Organisation\*



Access our list of Responsible Organisations (RO)





## Ways to apply

What information will be shown?	Basic DBS check	Standard DBS check	Enhanced DBS check	Enhanced with Barred List(s) DBS check
Unspent convictions and conditional cautions	✓	✓	✓	✓
Spent convictions and conditional cautions, subject to filtering	✗	✓	✓	✓
Relevant non-conviction information from the police	✗	✗	✓	✓
Children's and/or Adults' Barred List check	✗	✗	✗	✓
Who can apply?	Anyone 16 or over	<u>Eligible roles</u>	<u>Eligible roles</u>	<u>Eligible roles</u>
How do I apply?	<u>Online</u> or through a Responsible Organisation (RO)	Through a Registered Body (RB)	Through a Registered Body (RB)	Through a Registered Body (RB)
Can I link to the Update Service?	✗	✓	✓	✓
What does it cost?	£21.50	£21.50	£49.50	£49.50



\*Some volunteers can access the Standard or Enhanced applications free-of-charge







## Useful links



### [Basic DBS check](#)

Online application route for Basic DBS checks.



### [Basic DBS check guidance](#)

Guidance on Basic DBS checks including how to apply, the cost, and what information is disclosed on a Basic DBS certificate.



### [DBS checks | detailed guidance](#)

A collection of guidance documents and information about DBS checks and processes.



### [DBS eligibility guidance](#)

A collection of documents that you can use to decide whether a role is eligible for a Basic, Standard, Enhanced or Enhanced with Barred List(s) DBS check.



### [Rehabilitation periods](#)

A table of rehabilitation periods for the most common sentences and disposals, and example scenarios.



### [Transgender applications](#)

Guidance and information regarding the sensitive applications route for transgender applicants.



### [DBS checks | guidance for employers](#)

Guidance for employers about DBS checks, including how to apply, registering with DBS, and the code of practice.



### [Responsible Organisations](#)

A list of Responsible Organisations (RO) and their responsibilities.



### [Update Service](#)

A page linking to an online subscription that allows you to keep your Standard, Enhanced, or Enhanced with Barred List(s) DBS certificates up-to-date, and allows employers to check a certificate online.





See our [Basic DBS check guidance page](#) for more information

