



# 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. If you have requested to view your certificate online, you will receive a letter containing your reference number and an authorisation code. You can use these details to link your online account to your DBS profile and view your online certificate.

If you have requested a paper certificate, you will not automatically receive a letter containing your reference number and an authorisation code, however you can request this letter by calling 03000 200 190, selecting option 2, and then option 1.

This will enable you to follow the below steps.


## 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.

### 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.