**DBS basic disclosure – the process**

A basic disclosure certificate shows any 'unspent' criminal convictions you may have in the UK. Unspent means you need to declare them. You can use this certificate to show to prospective employers or other people that need to know this information.

Under the [Rehabilitation of Offenders Act 1974](http://www.legislation.gov.uk/ukpga/1974/53/contents), some criminal convictions can be treated as 'spent' – meaning they're not relevant to basic disclosure – after a certain length of time. This is because a basic disclosure only shows any unspent convictions you may have.

Apply online at:

[Request a basic DBS check - GOV.UK (www.gov.uk)](https://www.gov.uk/request-copy-criminal-record).

A basic DBS is applied for by an individual, not by a company.

**Information displayed on the paper certificate**

Your basic disclosure certificate will show:

* the date it was issued
* your name
* your address
* your date of birth
* any unspent convictions

You should enter your name on the form exactly as you want it to appear on the certificate, including any middle names. DBS can't change this later as part of the application.

**Basic disclosure time period**

Your basic disclosure shows your conviction record at a point in time, so there is no set time that it lasts for. If you already have one and apply for a new role, it is up to the new person or organisation, whether they'll accept your existing basic disclosure certificate or ask you to get a new one.

**Cost**

The cost of a basic disclosure is £18. You'll need to pay when you apply using a credit or debit card.

**How long does it take?**

Most basic disclosure applications are completed within 14 calendar days (not including postage time). You're likely to receive your basic disclosure certificate within this time, provided there are no mistakes or requests for further information. After you’ve applied, you'll be able to track the progress of your application

**Apply online**

**Before you start**

You must do your own basic disclosure application.

To use the online system your address must be in the UK. If you live outside the UK you must apply using a paper form.

**Supporting information for your application**

The application system may time you out if you haven't done anything in it for a period of time, so it's best to get everything you'll need ready before you begin.

You'll need the following information to hand before you start your online application:

* Your address details for the past 5 years
* Your National Insurance number
* pen and paper/printer to note down your reference number at the end of the process

You'll need to supply a copy of one piece of personal ID which includes your date of birth, such as:

* passport
* driving license
* birth certificate
* National Identity card

You'll also need to supply a copy of one of the following, which includes your current address:

* utility bill (gas, electric or landline telephone)
* rental agreement/mortgage (must be typed not handwritten)
* current bank statement
* doctor's letter

**Payment**

You'll need to pay an application fee of £18. Make sure you have a credit or debit card ready for this.

**After you apply**

When you've completed your online application you'll see an acknowledgement on the screen telling you your application has been accepted.

**Track your application**

You’ll be able to see the progress of your application via [DBS - Track Application Status (disclosure.homeoffice.gov.uk)](https://disclosure.homeoffice.gov.uk/HomeOfficeExternalPortal/faces/oracle/webcenter/portalapp/pages/StandAloneService.jspx?_afrLoop=2727620100027915&_afrWindowMode=0&_afrWindowId=null&_adf.ctrl-state=93ovulyma_1#!%40%40%3F_afrWindowId%3Dnull%26_afrLoop%3D2727620100027915%26_afrWindowMode%3D0%26_adf.ctrl-state%3D93ovulyma_5). You will need the application reference number, your surname and date of birth.

**Reference number**

You will be provided with a reference number. It's important to keep a note of or print your reference number as you will need it to use the tracking service.

**When you should receive your certificate?**

If you've correctly completed your application and supplied the right supporting documents, you should receive your basic disclosure certificate within 14 calendar days.

**Get help**

If you don't receive your certificate within 14 days of applying or need support in applying you can call the DBS helpline on 03000 200 190.

**How to claim your £18 fee back**

Once you receive your DBS certificate to your home address you will need to give it to your GM/Manager so they can make a copy which will be put into your HR file and kept on site as proof that you have it. An expenses form should be completed and sent to Carol Manley at Head Office who will process the form, you will receive your £18 fee back in your wages.

**How often does the DBS certificate need to be renewed?**

We will record that you have a DBS on our system called Fourth, this will remind us that you need to renew this.

You need to renew this every 3 years.

Only your Manager will have access to the information that is stored on Fourth