

Apply online for Basic Disclosure

Details

A basic check will contain details of convictions and conditional cautions that are considered to be unspent under the terms of the Rehabilitation of Offenders Act 1974. A basic check can be used for any position or purpose.

DBS provides this service if you're living or working in England and Wales. If you live in Scotland, you can request a basic disclosure from [Disclosure Scotland](#).

A basic check is a criminal record which you can request for yourself, or you may be asked to request a basic check by your employer.

A basic check is £25.

How to apply for a basic check

You can apply for a basic check with DBS by following this link [new online application route](#)

As part of your application you'll be asked to provide [evidence of your identity through the production of certain documents](#).

Consent

You'll need to provide consent to the [Responsible Organisation](#) to submit and process the application on your behalf, and for them to receive a notification with the outcome of your basic check. When you apply, you can also choose if you would like to give consent for the Responsible Organisation or a third party, such as an employer, to view your electronic certificate.

If there are convictions which need to be included on your certificate, DBS will remove any consent if you previously provided it. This means that the Responsible Organisation or third party will not be able to view your electronic certificate and you can decide if you want to show it to them.

Withdrawing a basic check application

You can ask to withdraw your application online if you are logged in to your [DBS online account](#). Alternatively, if you do not have a DBS online account you can [contact us](#). DBS will be unable to withdraw a basic check once the certificate is ready for issue.

Basic check certificate

Most basic checks will be processed in 14 days.

It will contain details of convictions and conditional cautions that are considered to be unspent under the terms of the Rehabilitation of Offenders Act 1974. The Rehabilitation of Offenders Act 1974 aims to give those with convictions or cautions the chance - in certain circumstances - to wipe the slate clean and start afresh. Under the Act, eligible convictions or cautions become 'spent' after a specified period of time known as the 'rehabilitation period', the length of which varies depending on how the individual was dealt with.

You can refer to the table showing rehabilitation periods attached at the top of this page, and read the relevant extract from the [Rehabilitation of Offenders Act 1974](#).

DBS online account

If you don't already have one, you will be invited to create a [DBS online account](#) after applying for a basic check. You can use your DBS online account to apply for and manage products and services available to you as an individual. This includes viewing your own basic check certificate online and giving consent to third parties to view it. You can get in touch with us by using webchat or sending an enquiry.

Disputing the information on your basic check certificate

You can raise a dispute about the content of your basic certificate if any of the following apply:

- personal information is incorrect, such as a name or place of birth
- incorrect information on the conviction details
- the conviction details do not belong to you

You can use your [DBS online account](#) to raise a dispute related to your basic check certificate.