

# 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 through a [Responsible Organisation](#) registered to submit them. We'll be introducing a new service in future for people who would like to apply directly for a basic check.

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.

## Responsible Organisations

A Responsible Organisation (RO) is an organisation registered with the DBS to submit basic checks through a web service.

### Responsibilities of a Responsible Organisation (RO)

An RO will capture the details of a basic check application in their system before transferring it to DBS via a web service. You can apply for basic checks with DBS by visiting the website of a Responsible Organisation.

An RO is responsible for confirming that:

- information supplied in each application for a basic check has been checked in line with [DBS identity guidance](#)
- the information provided in support of the basic check is complete and true
- the applicant has provided consent to submit the application
- they will pay DBS for basic checks that have been sent to us

Each RO must agree to DBS [Terms and Conditions](#) meet our [processing standards](#) and have a nominated [accountable officer](#).

### Responsible Organisations providing basic check services through DBS

<b>Responsible Organisation Name</b>	<b>Website</b>
Access Personal Checking Services Ltd (APCS)	<a href="http://www.criminalrecordchecks.co.uk">www.criminalrecordchecks.co.uk</a>
CRB Disclosure Services Ltd T/A Disclosure Services	<a href="http://www.disclosureservices.com">www.disclosureservices.com</a>
uCheck	<a href="http://www.ucheck.co.uk">www.ucheck.co.uk</a>
Northgate HR PeopleChecking	<a href="http://www.peoplechecking.com">www.peoplechecking.com</a>
Staffvetting.com Limited	<a href="http://www.staffvetting.com">www.staffvetting.com</a>
Verifile	<a href="http://www.verifile.co.uk">www.verifile.co.uk</a>
Vero Screening	<a href="http://www.veroscreening.com">www.veroscreening.com</a>
Experian Ltd	<a href="http://www.experian.co.uk">www.experian.co.uk</a>
Hireright Ltd	<a href="http://www.hireright.com">www.hireright.com</a>
Sterling Talent Solutions	<a href="http://www.sterlingtalentsolutions.com">www.sterlingtalentsolutions.com</a>

<b>Responsible Organisation Name</b>	<b>Website</b>
Onfido Limited	<a href="http://www.onfido.com">www.onfido.com</a>
Capita Resourcing Ltd	<a href="http://www.capitaresourcing.co.uk">www.capitaresourcing.co.uk</a>
Credence Background Screening Limited	<a href="http://www.credence.co.uk">www.credence.co.uk</a>
Atlantic Data Ltd	<a href="http://www.atlanticdata.co.uk">www.atlanticdata.co.uk</a>
GB Group Plc	<a href="http://www.gbplc.com">www.gbplc.com</a>
Complete Background Screening	<a href="http://www.cbsscreening.co.uk">www.cbsscreening.co.uk</a>
Procius Limited	<a href="http://www.procius.com">www.procius.com</a>
UK CRBS Limited	<a href="http://www.ukcrbs.co.uk">www.ukcrbs.co.uk</a>
G4S Secure Solutions	<a href="http://www.g4s.com">www.g4s.com</a>
Personnel Checks	<a href="http://www.personnelchecks.co.uk">www.personnelchecks.co.uk</a>
Arnold Clark Automobiles Ltd	<a href="http://www.arnoldclark.com">www.arnoldclark.com</a>
Kent County Council County Hall	<a href="http://www.kent.gov.uk">www.kent.gov.uk</a>
Pass Software Ltd	<a href="http://www.pass-software.com">www.pass-software.com</a>
Criminal Record and Barring Service Ltd	<a href="http://www.criminalrecordandbarringservice.co.uk">www.criminalrecordandbarringservice.co.uk</a>
Safe Computing Limited	<a href="http://www.safecomputing.co.uk">www.safecomputing.co.uk</a>
UTC Aerospace Systems (Atlantic Inertial Systems)	<a href="http://www.utcaerospacesystems.com">www.utcaerospacesystems.com</a>
Wandsworth Borough Council	<a href="http://www.wandsworth.gov.uk">www.wandsworth.gov.uk</a>
Powys County Council	<a href="http://www.powys.gov.uk">www.powys.gov.uk</a>
Nottinghamshire County Council	<a href="http://www.nottinghamshire.gov.uk">www.nottinghamshire.gov.uk</a>
Buckinghamshire County Council	<a href="http://www.bucksccl.gov.uk">www.bucksccl.gov.uk</a>
Agenda Resource Management Ltd	<a href="http://www.agenda-rm.co.uk">www.agenda-rm.co.uk</a>
Due Dilligence Checking Ltd	<a href="http://www.ddc.uk.net">www.ddc.uk.net</a>

<b>Responsible Organisation Name</b>	<b>Website</b>
The Risk Advisory Group Plc	<a href="http://www.riskadvisory.com">www.riskadvisory.com</a>
Security and Vetting Solutions Limited	<a href="http://www.security-vetting.co.uk">www.security-vetting.co.uk</a>
Stockport Metropolitan Borough Council	<a href="http://www.stockport.gov.uk">www.stockport.gov.uk</a>
Peoplecheck Ltd	<a href="http://www.peoplecheck.co.uk">www.peoplecheck.co.uk</a>
Civil and Corporate Security Limited	<a href="http://www.civilandcorporate.co.uk">www.civilandcorporate.co.uk</a>

The list of Responsible Organisations who are registered with the DBS will be updated regularly.

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