👑 GOV.UK

1. Home (https://www.gov.uk/)
2. Working, jobs and pensions (https://www.gov.uk/browse/working)
3. Finding a job (https://www.gov.uk/browse/working/finding-job)

Request a basic DBS check

Apply for a basic Disclosure and Barring Service (DBS) check to get a copy of your criminal record. This is called 'basic disclosure'. It costs £23. It's available for people working in England and Wales.

This guide is also available in Welsh (Cymraeg) (https://www.gov.uk/gwneud-cais-copi-cofnod-troseddol).

You can also get a basic DBS check if you live in Northern Ireland or Scotland but the job you're applying for is in England or Wales.

There's a different way to apply if you're applying for a job in Northern Ireland or Scotland.

The check will only show convictions that are not 'spent', for example some types of caution will disappear after 3 months.

You must be 16 or over to apply.

It usually takes up to 14 days for you to receive your certificate.

What you'll need

To apply for a basic DBS check you'll need:

- all your addresses for the last 5 years and the dates you lived there
- your National Insurance number
- your passport
- your driving licence

Apply online

The service is available from 8am to 11:30pm.

Start now

Before you start

Make sure a basic DBS check is the correct one for you. For certain roles, your employer may need to apply for a higher level of criminal record check.

Find out if you need a basic DBS check (https://www.gov.uk/find-out-dbs-check) or ask your employer if you're not sure.

How to pay

You can pay for a basic DBS check yourself or you can get someone to pay for you - for example, an employer or relative.

You can pay with a debit or credit card. You can also use Google Pay or Apple Pay.

If you pay the fee yourself, you need to pay it when you apply.

If someone else pays, they must pay the fee within 10 days of your application being submitted.

Get help to use the online service

If you need support to apply online, call the DBS helpline on 03000 200 190 and select option 2 and then option 1.

Other ways to apply

You can also choose to apply through other companies. DBS has a list of companies (https://www.gov.uk/guidance/responsible-organisations) you can apply through.

Requesting your police record

You'll need to request a police record (https://www.gov.uk/copy-of-police-records) instead if:

- you're applying for certain visas

- you want to see your police file without receiving a certificate - this will show up any warnings or cautions that are not on your official criminal record

Transgender applications

Contact the DBS transgender applications team if you're a transgender applicant and you do not want to reveal details of your previous identity to a potential employer.

DBS transgender applications team
sensitive@dbs.gov.uk
Telephone: 0151 676 1452
Monday to Friday, 9am to 5pm
Find out about call charges (https://www.gov.uk/call-charges)

Related content

- Criminal record checks when you apply for a role (/criminal-record-checks-apply-role)
- Find out which DBS check is right for your employee (/find-out-dbs-check)

Explore the topic

- Finding a job (/browse/working/finding-job)