



Disclosure & Barring Service

DBS online account guidance

Manage consent - allow someone access to view your certificate



Introduction

This guidance details the process for an applicant to share their online certificate with a third party. To complete this process you will need to have a DBS online account linked to your DBS profile.

Definitions

DBS online account: This is your account used to access DBS online services.

Consent code: A unique code which can be shared with a third party to view your certificate.

Guidance

1. Log in to your DBS online account at <https://disclosure.homeoffice.gov.uk>
2. Select **Manage consent** from the left side menu.

Menu items are in alphabetical order.

3. Request a one time passcode. This will be sent to your registered phone number or email address.

[Home](#) > [Edit online account](#)

Request a one time passcode

We will send the passcode* to the phone number you have registered with us.

You can also request the passcode to be sent to your registered email address.

[Request a passcode](#) * to be sent on your registered email address.

*You can request a maximum of 5 passcodes.

CONTINUECANCEL

If your phone number is not verified, the code will be sent to your registered email address.

4. Select a security question and provide the answer/

The answer is case sensitive.

5. Select the requested characters from your memorable word.
6. Enter the one time passcode sent to your registered phone or email address.

* Security question

Select

* Security answer

* Character 1

* Character 2

* Character 3

Please provide the 1,2 and 3 character of your memorable word

You will never be asked to enter your full memorable word.

[View memorable word hint](#)

* One time passcode:

An additional one time passcode can be requested if required.

7. You have two options to share your certificate:

Manage consent

[Grant consent to a third party who does not have a DBS online account](#)

Grant third parties who do not have a portal login a one time access to your disclosure certificate, update service status and payments.

[Grant consent to a third party who has a DBS online account](#)

Grant third parties with a portal login, multiple use access to your disclosure certificate, update service status and other products.

- Grant consent to view your certificate once
- Grant consent to view your certificate multiple times to a third party who has a DBS online account

Grant consent to view your certificate once

1. Select the **Grant consent to a third party who does not have a DBS online account** link.
2. Select the **Grant consent button** to generate a new consent code.

View consent history

Employer

Recipient's name

View

Recipient's name	Employer name	Consent code
No records found		

Grant consent

Cancel

3. Enter the recipient and product details and select the **Add button**.

* Recipient's name

Employer / organisation name

* Product type

* Product

Add

4. Enter the access valid until date and select the **Generate button**.

Product name	Product ID	* Access valid until	
Basic disclosure certificate	0123456789	DD/MM/YYYY 	Delete

Generate

Cancel

Reset

5. Read and confirm the message box if you agree to the conditions.

Please note that you will not be allowed to add new products after generation of consent code.

By giving the consent code to anyone you might also be giving access to information to someone who would not be able to request it via the disclosure check process. Do you want to proceed?

Agree Cancel

6. A consent code will be generated. Please make a note of the code and share it with the recipient you wish to grant access to.

*The consent code will also be displayed on the **View consent history** screen shown above at step 2.*

Grant consent to view your certificate multiple times to a third party who has a DBS online account

1. Select the **Grant consent to a third party who has a DBS online account** link
2. Select the **Grant consent button**

View auto consent history

Recipient's name

Recipient's email

View

Recipient's name	Email (time of consent)	Email (current)	Start date
No records found			

Grant consent Cancel

3. Enter the recipient's email address and select the **Validate button**.

Grant auto consent

Please provide the recipient's name and select a product to provide one time access.

* Mandatory fields

* Recipient's email

Validate

If the recipient has registered for a DBS online account, their name will now be displayed.

4. Select product details and then the **Add button**.

* Product type

* Product

Add

5. Enter the access valid until date and select the **Grant consent button** if you agree to the conditions displayed.

Product name	Product ID	* Access valid until	
Basic disclosure certificate	0123456789	DD/MM/YYYY 	Delete

By giving the consent code to anyone you might also be giving access to information to someone who would not be able to request it via the disclosure check process. Do you want to proceed?

Grant consent

Cancel

6. Access to view your certificate will now be granted to the recipient's DBS online account.