

# Site Issues

## Basic Disclosure

Basic Disclosures for England & Wales are online

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.

BASIC CERTIFICATE EXAMPLE

# Site Issues

## BASIC Certificate



DBS fee charged  
DBS ID number: 905H142121  
Certificate number: 001455222547  
Date of issue: 14 March 2015

### Applicant personal details

Surname: JONES  
Forename(s): JAMES  
Other names: NONE DECLARED  
Date of birth: 09 MARCH 1970  
Place of birth: MANCHESTER  
Gender: MALE

### Police Records of Convictions, Cautions, Reprimands and Warnings

NONE RECORDED

### BASIC certificate

This document is a basic certificate within the meaning of section 112 of the Police Act 1997.

This section provides general information in the use and consent of this certificate. For further detailed information see our website [www.gov.uk/dba](http://www.gov.uk/dba).

#### Use of certificate information

The information contained in this certificate is confidential and all employers or other organisations that are given this certificate must keep it secure and protect it from loss or unauthorised access. This certificate must only be used in accordance with the Disclosure and Barring Service's (DBS) code of practice and any other guidance issued by the DBS. Particular attention must be given to the guidance in relation to the fair use of the information in respect of those whose certificate reveals a conviction or similar information. The DBS reserves the right to monitor the compliance of registered bodies with this code of practice and other guidance.

This Certificate is issued in accordance with Part V of the Police Act 1997, which creates a number of offences. These offences include forgery or alteration of certificates, obtaining certificates under false pretences, and using a certificate issued to another person as if it was one's own. This certificate is non-evidence of the identity of the bearer, nor does it establish a person's entitlement to work in the UK.

#### Certificate content

The charge applied by the DBS has no bearing on the processing of the application and the consent of this certificate. The DBS will not apply a charge to an application for a certificate where the registered body has indicated on the application that the position meets the definition of a volunteer in accordance with Part V of the Police Act 1997; this is indicated on this certificate. The personal details contained in this certificate are those supplied by or on behalf of the person to whom the certificate relates at the time the application was made and that appear to match any conviction or other details linked to that identity. The information contained in this certificate is derived from police records, and from records held of those who are unsuitable to work with children and/or adults where indicated. The police records are those held on the Police National Computer (PNC) that contain details of convictions, cautions, reprimands and warnings in England and Wales and most of the relevant convictions in Scotland and Northern Ireland may also be included. Convictions, cautions, reprimands and warnings are filtered in line with current legislation. The DBS reserves the right to add new data sources. For the most up to date list of data sources which are searched, please visit the DBS website. The other relevant information is disclosed at the discretion of the Chief Police Officer or those of an equivalent level in other policing agencies, who have been approached by the DBS, with due regard to the position sought by the person to whom the certificate relates.

#### Certificate accuracy

The DBS is not responsible for the accuracy of police records. The person to whom the certificate relates is aware of any inaccuracy in the information contained in the certificate, he or she should contact the DBS immediately. The information should be disputed within 3 months of the date of issue of the certificate. The DBS will identify the source of the information being disputed and seek to resolve the matter. In some circumstances it may only be possible to resolve a dispute using fingerprints for which consent of the person to whom the certificate relates will be required in accordance with Part V of the Police Act 1997. If the DBS upholds the dispute a new certificate will be issued free-of-charge. Details of the DBS dispute procedure can be found on the DBS Website.

#### Contact us

Web: [www.gov.uk/dba](http://www.gov.uk/dba)  
Post: Disclosure and Barring Service  
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# Site Issues

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