

Portability

4.1 Accepting a pre-disclosed DBS certificate

4.1.1 DBS disclosure certificates have no specific term of validity. They only provide information that's known about an individual at the time of issue. The most reliable way of ensuring you have access to the most up to date information about an individual's criminal record status and therefore enabling portability, is by encouraging them to subscribe to the DBS update service.

4.1.2 Employers may choose to accept a disclosure certificate that was obtained for a previous role based on risk assessment, but you must always check:

- the applicant's identity matches the details on the certificate
- the certificate is the right level and type for the role applied for, and
- if anything has changed where the individual is signed up for the update service.

4.1.3 Employers considering pre-disclosed information should always factor:

- The date of the last disclosure – if obtained some time ago, eligibility requirements may have changed. Also, any lapses in time may also mean the individual's criminal record status could have changed.
- What are the risks associated with the new role – are the roles and responsibilities the same or similar, is the check at the right level.
- The previous disclosure will have been issued based on another organisation's ID verification process. The new employer must take all necessary steps to be assured that the certificate is genuine, the information provided relates to the individual presenting themselves, and it can be cross-referenced with other documentary evidence they have provided in support of their application.