

## **Security features of a genuine DBS Disclosure Certificate**

Disclosure & Barring Service (DBS) Disclosure Certificates contain a number of security features that can be checked to ascertain if a Disclosure Certificate is genuine.

The security features are:

- a 'crown seal' watermark repeated down the right hand side of the certificate, which is visible both on the surface and when holding the certificate up to a light source
- a background design incorporating the word 'Disclosure', which appears in a wave-like pattern across both sides of the document. The colour of this pattern is uniform across the front of the certificate but alternates between pink and green on the reverse side
- ink and paper that will change colour when wet

If you are required to check the certificate (because the applicant has information returned or you are accepting 'Portability' of an existing Certificate, where the applicant is subscribed to the DBS Update Service) ensure the applicant provides the **original certificate**. Never under any circumstances accept a photocopy or scanned copy of the applicant's DBS Disclosure Certificate.

Ensure you view all the pages (information can be printed on both sides of the paper) and check the certificate for signs of tampering.

Please see overleaf for details on how to interpret DBS certificate information.

**If you are unsure whether a DBS certificate is genuine or if you believe it may have been altered, you should contact the Safer Recruitment Service on 01392 383266 or the DBS on 03000 200 190**

STRICTLY PRIVATE AND CONFIDENTIAL

[Redacted]

[Redacted]

73929101

[Redacted]

**Enhanced Certificate**  
Page 1 of 2

Disclosure & Barring Service

Certificate Number 001 [Redacted]

Date of Issue: [Redacted] 2013

**Applicant Personal Details**

Surname: [Redacted]

Forename(s): [Redacted]

Other Names: NONE DECLARED

Date of Birth: [Redacted]

Place of Birth: [Redacted]

Gender: MALE

**Employment Details**

Position applied for: [Redacted]

Name of Employer: DCC [Redacted]

**Countersignatory Details**

Registered Person/Body: DEVON COUNTY COUNCIL

Countersignatory: [Redacted]

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

NONE RECORDED

**Information from the list held under Section 142 of the Education Act 2002**

NONE RECORDED

**DBS Children's Barred List information**

NONE RECORDED

**DBS Adults' Barred List information**

NOT REQUESTED

**Other relevant information disclosed at the Chief Police Officer(s) discretion**

NONE RECORDED

**Enhanced Certificate**  
This document is an Enhanced Criminal Record Certificate within the meaning of sections 113B and 116 of the Police Act 1997.

THIS CERTIFICATE IS NOT EVIDENCE OF IDENTITY

Continued on page 2

Disclosure and Barring Service, PO Box 165, Liverpool, L69 3JD Helpline: 0870 90 90 811

© Crown Copyright

Check the applicant's name and address are accurate

Ensure the check type is correct, either Enhanced or Standard

Ensure all the pages are present (each side is one page)

Note the Disclosure Number and date of issue for your records

Ensure all the names the person has used are present and spelt correctly. Make sure the date of birth is correct

Ensure the position applied for is correct and that the Registered Body name is 'Devon County Council'

'NONE RECORDED' in this box means that the applicant has no unprotected convictions or cautions

A clear enhanced disclosure will only have the words 'NONE RECORDED' or 'NOT REQUESTED' in these 5 boxes. If there is any other information then the disclosure will be 'positive' (information returned) and the information must be risk assessed. Follow your organisations policy on risk assessing disclosure information.

'NONE RECORDED' in these boxes means the applicant has been checked against that list and is not barred.

'NOT REQUESTED' in these boxes means that the applicant has not been checked against that List.

Ensure the applicant has been checked against the correct list/s for working with children, adults

'NONE RECORDED' in this box means the Police do not hold any other information that is considered relevant to the application for the position or workforce applied for