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| **DBS certificate reprint request form****(applicant only)** |

To request a certificate reprint the criteria in the [guidance must be met](https://www.gov.uk/government/publications/dbs-certificate-reprint-guide/dbs-certificate-reprint-guide) and all sections of this form need to be completed.

If you don’t meet the guidance criteria or complete the form in full your request will be rejected.

**Your details**

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|  | **Your details** |
| **Surname** |  |
| **Forename(s)** |  |
| **Date of birth** |  |
| **Address** |  |
| **Postcode** |  |
| **Reason for request** |  |
| **Position applied for** |  |
| **Name of employer** |  |
| **Application Ref.** |  |
| **Date of certificate issue** |  |
| **Level of Disclosure (Standard or Enhanced)** |  |

Email this form to DBSReprints@dbs.gov.uk

We can’t guarantee the security of information until it is in our possession, and will not take responsibility for information until we receive it.

The reprint team can’t respond to any other type of query you may have. Please go to our website [homepage](https://www.gov.uk/government/organisations/disclosure-and-barring-service) to find out more about the DBS.