

# What will be disclosed on a basic check?

## Disclosing to employers

Basic checks can legally be carried out by any employer or voluntary organisation as part of their recruitment process. They can also be required as part of making an insurance claim.

### Types of roles that commonly require them

Supermarkets, delivery companies and specific areas such as the airport industry and alcohol licences.

### What they disclose

- 'Unspent' criminal records
- For each, it discloses the date of conviction, the court, the offence committed, the date of the offence and the sentence received.

### What they don't disclose

- 'Spent' criminal records, fixed penalty notices, allegations.

### How they work

- You can apply, or the employer can apply on your behalf (with your consent).
- They cost £21.50 and are issued by the Disclosure and Barring Service (DBS) under the laws that apply to your address.
- If all your convictions are spent, the disclosure will come back 'blank'.

### How to know whether your convictions are spent

This is worked out by the Rehabilitation of Offenders Act 1974 – see table below. For more details, search for 'Rehabilitation of Offenders Act' at <https://unlock.org.uk> or <https://unlock.org.uk/disclosure-calculator>

Sentence		Time it takes to become spent	
		Adult (18+) at conviction/disposal	Young person (U18) at conviction/disposal
Prison including suspended prison sentences	Public protection sentence	Never spent **	Never spent **
	More than 4 years	Full sentence + 7 years*	Full sentence + 3 ½ years*
	More than 12 months and less than or equal to 4 years	Full sentence + 4 years	Full sentence + 2 years
	Less than or equal to 12 months	Full sentence + 1 year	Full sentence + 6 months
Community order / youth rehabilitation order		At the end of the order	At the end of the order
* Depending on offence type – some offences remain excluded from rehabilitation			
** Unless conditions are removed			

Sentence/disposal	Time it takes to become spent from date of conviction	
	Adult (18+) at conviction/disposal	Young person (U18) at conviction/disposal
Fine	1 year	6 months
Conditional discharge	Length of the order	
Absolute discharge	Spent immediately	
Conditional caution/youth conditional caution	3 months or when it ends if earlier	3 months
Simple caution/youth caution	Spent immediately	
Compensation order	Once paid in full	
Bind over	Length of the order	
Hospital order (with or without restrictions)		
Reparation order		
Referral order	Spent immediately	
Endorsement imposed by a court	5 years	2 ½ years
Motoring disqualification imposed by a court	Length of disqualification	
Relevant order	Length of the order	