**DBS Guidance: Filtering rules for criminal record check certificates**

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 Filtering rules for criminal record check certificates

For those 18 or over at the time of the offence:

An adult conviction will be removed from a DBS criminal record certificate if:

• 11 years have elapsed since the date of conviction; and

• it is the person’s only offence, and

• it did not result in a custodial sentence.

Even then, it will only be removed if it does not appear on the list of offences relevant to safeguarding. If a person has more than one offence, then details of all their convictions will always be included.

An adult caution will be removed after 6 years have elapsed since the date of the caution – and if it does not appear on the list of offences relevant to safeguarding.

For those under 18 at the time of the offence:

• The same rules apply as for adult convictions, except that the elapsed time period is 5.5 years

• The same rules apply as for adult cautions, except that the elapsed time period is 2 years.