

# Guide to Uploading a DBS Certificate

To ensure you can be booked on projects that mandate a DBS or equivalent check for all contributors, please upload one of the following documents to your **Casting Portal** profile. **Please note, the DBS date of issue must be within the past 18 months.**

Please ensure the following information is clearly visible in your upload:

- Certificate number
- Issue date
- Full name
- Date of birth
- Conviction history

## Copy of a physical basic OR advanced DBS certificate

## Copy of a physical Disclosure Scotland/PVG certificate

## Screenshot of your DBS status from their online service

## Screenshot of your Disclosure Scotland status from their online service

## Don't have a DBS/Disclosure Scotland certificate or account?

[Click here](#) to request a DBS certificate from the Disclosure and Barring Service

[Click here](#) to request a Disclosure Scotland certificate

For help uploading your DBS documents, please email [ukartistsupport@ep.com](mailto:ukartistsupport@ep.com)