

Disclosure and Barring Service (DBS) Check

All applicants must be able to show the originals of at least three documents as follows:

- One document either from Group 1 or Group 2a; **and**
- Two further documents from Group 1, 2a or 2b; one of which must verify the applicant's current address.

Category 1 – Primary Trusted Identity Credentials

- Any current valid Passport (*all countries*)
- Biometric Residence Permit (*UK*)
- Current Driving Licence (photocard with paper counterpart) (full or provisional) (*UK, Isle of Man, Channel Islands and EU*)
- Original British Birth Certificate issued at time of birth (*UK and Channel Islands including those issued by UK authorities overseas such as Embassies, High Commissions and HM Forces*)
- Adoption certificate (*UK and Channel Islands*)

Category 2a – Trusted Government/State Issued Documents

- Current driving licence - photocard (if you were issued a paper counterpart but don't give it to your checker) (full or provisional) (*all countries*)
- Current driving licence - paper version (*UK, Isle of Man, Channel Islands and EU*) * (full or provisional)
- Birth Certificate - issued after the time of birth (*UK and Channel Islands*)
- Marriage/Civil partnership certificate (*UK and Channel Islands*)
- HM Forces ID card (*UK*)
- Firearms Licence (*UK, Channel Islands and Isle of Man*)

Category 2b – Financial/Social History Documents

- Work permit or visa (*UK*) (*valid up to expiry date*)
- Letter of Sponsorship from future employment provider (*Non-UK or Non-EEA only – valid only for applicants residing outside of the UK at time of application*) (Must still be valid)
- EU National ID Card (Must still be valid)
- Cards carrying the PASS accreditation logo (*UK and Channel Islands*)
- Letter from Head Teacher or College Principal (for 16 - 19 year olds in full time education – only used in exceptional circumstances if other documents cannot be provided (*UK*)) (Must still be valid)

The following documents must have been issued within the past 12 months:

- Mortgage statement (*UK or EEA*)
- Financial statement e.g. pension or endowment (*UK*)
- P45 statement (*UK and Channel Islands*)
- P60 statement (*UK and Channel Islands*)
- Council Tax statement (*UK and Channel Islands*)

The following documents must have been issued within the past 3 months:

- Bank or building society statement (*UK and Channel Islands or EEA*)
- Bank or building society account opening confirmation letter (*UK*)
- Credit card statement (*UK or EEA*)
- Utility bill such as Electricity, Gas, Water or Telephone (not mobile telephone) (*UK*)
- Benefit statement - e.g. Child Benefit, Pension (*UK*)
- Central or local government, government agency, or local authority document giving entitlement e.g. from the Department for Work and Pensions, the Employment Service, HMRC (*UK & Channel Islands*)