

## Disclosure and Barring Service (DBS): Documentation to be provided by applicant

### ROUTE 1

The following documentation is required:

- 1) One document from Group 1 (see page 2) and
- 2) Two further documents from either Group 1, Group 2a or Group 2b (see pages 2-3)

NB: At least one of the documents provided must show your current address

NB: Original documents (not copies) must be provided

*If you are able to supply all the required documentation through Route 1 (Points 1 and 2 above), then the document check is complete. If this is not the case, proceed to Route 2.*

### ROUTE 2

If you do not have any of the required documentation as listed in Route 1 above, you must provide three documents from Group 2 consisting of:

- 1) One document from Group 2a (see page 2) and
- 2) Two further documents from either Group 2a or Group 2b (see pages 2-3)

NB: At least one of the documents provided must show your current address

NB: Original documents (not copies) must be provided

*If you are able to supply all the required documentation through Route 2 (Points 1 and 2 above), then the document check is complete. If this is not the case, proceed to Route 3.*

### ROUTE 3

Route 3 can only be used if it is impossible to provide the documentation listed in Routes 1 or 2 above, if this is the case you must, therefore, provide the following:

- 1) A birth certificate issued after the time of birth (UK and Channel Islands) and
- 2) One document from Group 2a (see page 2) and
- 3) Three further documents from Group 2a or Group 2b (see pages 2 and 3)

NB: At least one of the documents provided must show your current address

NB: Original documents (not copies) must be provided

*If you are able to supply all the required documentation through Route 3 (Points 1-3 above), then the document check is complete. If this is not the case, you will need to be sent for fingerprinting by the Police which, you should be aware, is likely to cause a delay to the DBS application process.*

**GROUP 1: PRIMARY IDENTITY DOCUMENTS**

<b>Passport:</b>	Any current and valid passport
<b>Biometric Residence Permit:</b>	UK
<b>Current Driving Licence - photocard with counterpart where one is issued:</b>	UK/Isle of Man/Channel Islands and EU (full or provisional) (Please note some European countries do not issue counterparts). All licences must be valid in line with current <u>DVLA</u> requirements
<b>Birth Certificate – issued at time of birth:</b>	UK and Channel Islands - including those issued by UK authorities overseas eg Embassies, High Commissions and HM Forces
<b>Adoption Certificate:</b>	UK and Channel Islands

**GROUP 2a: TRUSTED GOVERNMENT DOCUMENTS**

<b>Current Driving Licence – photocard (where a counterpart has been issued but no counterpart is presented):</b>	All countries (full or provisional) All licences must be valid in line is with current <u>DVLA</u> requirements
<b>Current Driving Licence – paper version:</b>	UK, Isle of Man, Channel Islands and EU (full or provisional). All licences must be valid in line with current <u>DVLA</u> requirements
<b>Birth Certificate – issued after time of birth:</b>	UK and Channel Islands
<b>Marriage/Civil Partnership Certificate:</b>	UK and Channel Islands
<b>HM Forces ID Card</b>	UK
<b>Firearms Licence:</b>	UK, Channel Islands and Isle of Man

**GROUP 2b: FINANCIAL AND SOCIAL HISTORY DOCUMENTS**

<b>Mortgage Statement:</b>	UK or EEA (issued in last 12 months)
<b>Bank or Building Society Statement:</b>	UK & Channel Islands or EEA (issued in last 3 months)
<b>Bank or Building Society account opening confirmation letter:</b>	UK (issued in last 3 months)
<b>Credit Card Statement:</b>	UK or EEA (issued in last 3 months)
<b>Financial Statement, eg Pension or Endowment:</b>	UK (issued in last 12 months)
<b>P45 or P60 Statement:</b>	UK and Channel Islands (issued in last 12 months)
<b>Council Tax Statement:</b>	UK and Channel Islands (issued in last 12 months)
<b>Work Permit or Visa:</b>	UK (valid up to expiry date)
<b>Letter of Sponsorship from future employment provider:</b>	Non-UK or non-EEA only – valid only for applicants residing outside of the UK at time of application (must still be valid)
<b>Utility Bill</b>	UK – not mobile telephone bill (issued in last 3 months)
<b>Benefit Statement, eg Child Benefit, Pension:</b>	UK (issued in last 3 months)
<b>Central or Local Government, Government Agency, or Local Council document giving entitlement, eg from the Department for Work and Pensions, the Employment Service, HMRC:</b>	UK and Channel Islands (issued in last 3 months)
<b>EU National ID Card:</b>	(must still be valid)
<b>Cards carrying the PASS accreditation logo:</b>	UK and Channel Islands (must still be valid)
<b>Letter from Head Teacher or College Principal:</b>	UK – for 16 to 19 year olds in full time education – only used in exceptional circumstances if other documents cannot be provided (must still be valid)