

LIST OF ACCEPTABLE DOCUMENTS FOR A DBS APPLICATION: you need 3 in total, to include at least 1 from Group 1. The other 2 documents can be from any of the groups.

GROUP 1 <u>At least 1 of these needed</u>	GROUP 2a	GROUP 2b
<ul style="list-style-type: none"> ▪ Valid Passport (any nationality; must be current) ▪ UK Biometric Residence Permit ▪ UK or EEA photo card Driving Licence; full or provisional/learner. ▪ UK Birth Certificate (issued within 12 months of date of birth) ▪ UK Adoption Certificate <p>If all your documents are from Group 1 this is an acceptable combination, as long as one of them is a UK driving licence (as proof of address).</p> <p>A non-UK driving licence is acceptable but can not act as proof of address. An EEA licence can not act as proof of address.</p> <p>If you do not have a Group 1 document, please refer to the final bullet point on the previous page.</p>	<ul style="list-style-type: none"> ▪ Non-UK/Non-EEA photo card Driving Licence ▪ UK or EEA paper Driving Licence (old style paper version; issued pre-1998: <i>not</i> the paper counterpart of a photo card licence) ▪ UK Birth Certificate (issued more than 12 months after date of birth) ▪ UK Marriage/Civil Partnership Certificate ▪ Non-EEA issued immigration document; visa or work permit ▪ UK Firearms Licence ▪ UK HM Forces ID card <p>NB. Where a document is indicated as 'UK', for DBS ID purposes this includes the Channel Islands & Isle of Man.</p>	<ul style="list-style-type: none"> ▪ EEA National ID Card (must be valid) ▪ Letter of sponsorship from future employment provider (only valid for non-UK/non-EEA applicants residing outside the UK) ▪ Cards with the PASS accreditation logo (UK): <i>some</i> types acceptable-must have an <i>issue date</i> ▪ Letter from Head Teacher/College Principal (UK-issued: only valid for those aged 16-19 in full-time education) <p>Any of the following, dated within the last 12 months: -</p> <ul style="list-style-type: none"> ▪ P45/P60 (UK) ▪ Council Tax Statement (UK) ▪ Annual Financial Statement (UK-e.g. pension; ISA; endowment) ▪ Mortgage Statement (UK or EEA) <p>Any of the following, dated within the last 3 months: -</p> <ul style="list-style-type: none"> ▪ Bank/Building Society statement (UK or EEA) ▪ Credit Card statement (UK or EEA) ▪ Bank/Building Society statement (countries outside the EEA; branch must be in the country where you are currently living) ▪ Bank/Building Society account opening confirmation letter (UK) ▪ Benefit statement (UK-e.g. Child Benefit) ▪ Utility Bill (UK-<u>not</u> mobile phone bill or contract) ▪ Correspondence from central or local government; government agency or local council, including from Student Finance England; UCAS; or the NHS Grants Unit (UK). You can use two different types of correspondence from this category, to count as two documents. <p>NB. You cannot otherwise count 2 pieces of documentation of the same type, even if from different institutions (e.g. 2 bank statements). You can count a bank statement & a credit card statement as 2 pieces of ID as long as they are from different institutions. The same applies to gas, electric, water & phone (landline) bills: you can count these as separate items as long as they are from different companies.</p>