

YOUR DBS (CRIMINAL RECORDS) ID CHECK

For applicants whose nationality is not British, or another EEA country

These guidelines apply only to applicants who **are not nationals of the UK or European Economic Area (EEA)**, to be compatible with UK right to work guidelines. Under right to work guidance, Croatian nationals should also follow these guidelines. UK/EEA applicants (including Switzerland) should refer back to '[Acceptable ID Documents](#)' on our webpage for the EEA version of this document.

- The ID check part of the DBS process is not the actual DBS application: you have to complete this online separately to the ID check.
- Please note the following important points:

PROVIDE ORIGINAL DOCUMENTS	HOW MANY DOCUMENTS DO I NEED TO PROVIDE?	WE NEED PROOF OF YOUR CURRENT (or HOME/PARENTAL) ADDRESS	BEWARE THE DATE RESTRICTIONS
<p>You must provide ORIGINAL documents for verification – you cannot use photocopies; scanned copies or internet print-outs (e.g. internet banking statements; online utility bills).</p> <p>Please note that your name must be spelled correctly on all documents for us to be able to use them.</p>	<ul style="list-style-type: none"> • THREE • ONE <i>primary</i> document; • TWO <i>supporting</i> documents from any of the three groups shown in the 'Supporting Documents' table on page 3. • Please refer to the tables of documents following. If a document is not in these tables, it is not a DBS-approved document and we cannot accept it. 	<p>This should be the address that you wish to use on your DBS application. At least 1 document must show this.</p> <p>A <u>UK</u> driving licence can act as proof of address, but if your driving licence is not in your <i>current</i> address, you need to provide another proof of this.</p> <p>You must include term-time or temporary addresses in your address history if applicable: the application requires your addresses for the last 5 years.</p>	<p>You must adhere to the date restrictions on certain documents, as indicated in the table overleaf. Some documents can only be a certain number of months old.</p> <p>If there is no specific date restriction given, all documents must be valid and still current.</p>

- **CHANGES OF NAME:** please provide documents in your current name only. If you have **changed your name** since birth, do not choose your birth certificate or anything else showing a previous name. If you *have* to use such a document, you must also provide your marriage certificate or change of name deed as evidence of the name change, but we are **NOT able to accept a driving licence in a previous name** (even with evidence of the change) so you cannot use this.
- **UNABLE TO PROVIDE SUFFICIENT DOCUMENTS?**
If you cannot provide the documentation required, we will be unable to submit a DBS check application for you. You must be able to provide the required documentation when you register on course, at the latest. If you cannot do so, you will not be able to start your proposed course. Please email dbsapply@cumbria.ac.uk if you are struggling to find sufficient acceptable documents.

LIST OF ACCEPTABLE DOCUMENTS FOR A DBS APPLICATION: you need three in total, to include one primary document (this page) and two supporting documents from any of the groups on page 3

PRIMARY DOCUMENTS: all must be UK-issued except for a passport, which can be any nationality

You must provide one of the below: -

- **Valid passport** (any nationality; must be current): must be endorsed to show that you are either: exempt from immigration control; are allowed to stay indefinitely in the UK; have the right of abode in the UK; or have no time limit on your stay in the UK.
- **Valid passport** (any nationality; must be current): must be endorsed to show that you are allowed to stay in the UK and are currently allowed to work/study.
- **UK Biometric Residence Permit:** indicating that you are allowed to stay indefinitely in the UK or have no time limit on your stay in the UK.
- **UK Biometric Residence Permit:** indicating that you are allowed to stay currently in the UK and are allowed to work/study.
- **Certificate of Application issued by the Home Office:** less than 6 months old. You must be a family member of an EEA/Switzerland national. The document must state that you are permitted to work/study and be accompanied by a Positive Verification Notice from the Home Office Employer Checking Service.
- **Application Registration Card issued by the Home Office:** stating that you are permitted to work/study and accompanied by a Positive Verification Notice from the Home Office Employer Checking Service.

If you do not have any of the documents in the left hand column, you must provide one of the below, **as well as** a current valid passport: -

- **Residence card issued by the Home Office.** This includes an Accession Residence Card or Derivative Residence Card, and must be current. You must be a family member of an EEA/Switzerland national or have a derivative right of residence.
- **Immigration Status Document (with photo) issued by the Home Office:** must be current, and endorsed to indicate that you can stay in the UK and are allowed to work/study. Must be accompanied by an official document showing your name and permanent UK National Insurance Number, issued by a Government agency or a previous employer.
- **Immigration Status Document issued by the Home Office:** must be current, and endorsed to indicate that you are allowed to stay indefinitely in the UK or have no time limit on your stay in the UK. Must be accompanied by an official document showing your name and permanent UK National Insurance Number, issued by a Government agency or a previous employer.

LIST OF ACCEPTABLE DOCUMENTS FOR A DBS APPLICATION: you need three in total, to include one primary document (page 2) and two supporting documents from any of the groups below (this page)

Supporting Documents: GROUP 1	Supporting Documents: GROUP 2a	Supporting Documents: GROUP 2b
<ul style="list-style-type: none"> ▪ Valid Passport (any nationality; must be current) ▪ UK Biometric Residence Permit <p>The above can only be used as a supporting document if they have <i>not</i> already been used as the required primary document.</p> <ul style="list-style-type: none"> ▪ 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>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>	<ul style="list-style-type: none"> ▪ Non-UK/Non-EEA photo card Driving Licence; full or provisional/learner ▪ 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-UK 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, if other documents cannot be produced) <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>