

DBS (formerly CRB) DOCUMENT INFORMATION

Those students who need a DBS check **MUST** complete face to face ID checks for an online DBS application.

Please be prepared and bring with you **at least three** documents.

Common ID documents which people may hold are:

- Passport
- Driving Licence- full or provisional (if applicable)
- Original Birth Certificate (dated less than 12 months from birth date)

You will also need to prove your address. Common address proofs are:

- Bank Statement (less than 3 months old)
- Student finance letter (less than 1 year old)

More information and a complete list of acceptable ID documents is available at our website:

<http://www.northumbria.ac.uk/sd/central/ar/spa/crb/>

IMPORTANT PLEASE NOTE:

Students must produce at least 3 documents which can be made up from either:

- **1 ID proof and 2 address proofs or**
- **2 ID proofs and 1 address proof**

Below is a list of the types of documents which are most commonly used for our CRB checks:

ID PROOFS:

Valid Passport (for security reasons please remove from any holder/wallet)

UK Full or Provisional Driving Licence,

UK **Original** Birth Certificate#

*(#short or long version but **dated no more than 12 months after date of birth**)*

ADDRESS PROOFS:

First page of Bank or Building Society **Statement*** with transactions (not from the Internet)

Student Finance letter*

Credit Card Statement*

Correspondence giving entitlement from: DWP, Employment (Job Centre & JCPlus), Inland Revenue or Local Authority*

Council Tax Statement**

Financial Statement (e.g. Pension, Endowment, ISA, Mortgage)**

Insurance Certificate**

Addressed UK P45*

Addressed UK P60**

Utility Bill*

KEY

documents must be **less than 3 months old*

*** issued within past **12 months***