

DBS DOCUMENT INFORMATION

You must use at least 3 documents to confirm your identification and your address.

Common ID documents:

- Passport (in date)
- Driving Licence - full or provisional
- 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**)

PLEASE NOTE THAT WE REQUIRE A FIVE-YEAR ADDRESS HISTORY – IT WOULD BE HELPFUL IF YOU COULD HAVE THE ADDRESSES, POSTCODES AND DATES OF RESIDENCE WITH YOU WHEN WE COMPLETE THE CHECK.

You can find a full list of the documentation, please also see [Documents the applicant must provide - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

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 DBS 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***