

## DBS (Disclosure and Barring Service) Document Checklist

Please read this document carefully.

In order to complete a DBS check, you must produce the following:

**At least 3** original valid ID documents are required to prove identity for the DBS check.

**At least 1** document from Group 1 (if you are unable to provide a document from Group 1, please contact [volunteers@warwick.ac.uk](mailto:volunteers@warwick.ac.uk))

**At least 1** document confirming your current address (as listed on your application form)

**At least 1** document confirming your date of birth

**All documents** must show your full official current name, or include proof of change of name.

**Please note: We cannot accept photocopies, scans, documents printed from the internet**

Group 1: You must provide **at least one** document from this group

- **Current valid passport** (All countries)
- **Biometric residence permit** (UK)
- **Current photocard driving licence** (UK/Isle of Mann/Channel Islands/EU)(Full or Provisional)
- **Birth certificate issued within 12 months of your birth** (UK and Channel Islands – including those issued by UK authorities overseas, e.g. embassies, High Commissions and HM Forces)
- **Adoption certificate**(UK and Channel Islands)

Group 2a

- **Current driving licence photocard** (All countries outside the EU)
- **Current driving licence paper version** (Full or Provisional) (if issued before 1998)
- **Birth certificate issued after time of birth** (UK/Channel Islands)
- **Marriage/civil partnership certificate** (UK/Channel Islands)
- **HM Forces ID card** (UK)
- **Firearms licence** (UK, Channel Islands and Isle of Man)

Group 2b

- **Mortgage statement** (UK or EEA)\*\*
- **Bank or building society statement** (UK and Channel Islands or EEA)\*
- **Bank or building society account opening confirmation letter** (UK)\*
- **Credit card statement** (UK or EEA)\*
- **Financial statement, e.g. pension or endowment** (UK)\*\*
- **P45 or P60 statement** (UK and Channel Islands)\*\*
- **Council Tax statement** (UK and Channel Islands)\*\*
- **Work permit and visa** (UK)
- **Utility bill – not mobile** (UK)\* We can accept a Certificate of Status from Senate House, in place of a utility bill
- **Benefit statement, e.g. Child Benefit, Pension** (UK)\*
- **Central or local government, government agency, or local council document giving entitlement, e.g. from the Department for Work and Pensions, the Employment Service, HMRC** (UK and Channel Islands)\*
- **EU National ID card**
- **Cards carrying the PASS accreditation logo** (UK and Channel Islands)

Documents annotated with \* must have a date of issue within the past three months.  
Documents annotated with \*\* must have a date of issue within the past twelve months.  
Documents with no annotation can be any age as long as they are valid (i.e. not expired/ cancelled)