

DBS Document Checklist

- You will need at least 3 original ID documents
- At least one document from Group 1
- At least one document showing your current address (you can use your university certificate of status letter for this – upload as a utility bill)
- At least one document showing your date of birth
- All documents must show your official current name
- Banks statements/utility bills must be originals and not printed off the internet

Group 1



Passport

- Issued in any country
- Must be valid



Biometric Residence Permit

- Issued in the UK



Driving Licence - Photocard

- Must be current and valid
- Issued in the UK, Isle of Man or Channel Islands
- Must be a photocard driving licence (not the paper counterpart)
- Full or provisional



Birth Certificate

- Issued within 12 months of birth
- Issued in the UK, Isle of Man or Channel Islands - including those issued by UK authorities overseas, for example embassies, High Commissions and HM Forces



Adoption Certificate

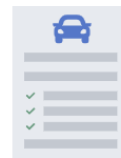
- Issued in the UK or the Channel Islands

Group 2A



Non-UK Driving Licence - Photocard

- Must be current and valid
- Issued outside of the UK (excluding Isle of Man and Channel Islands)
- Must be a photocard driving licence (not the paper counterpart)
- Full or provisional



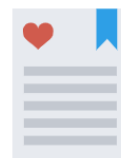
Driving Licence - Paper

- Must be current and valid
- Paper licence issued before 1998
- Issued in the UK, Isle of Man or Channel Islands
- Full or provisional



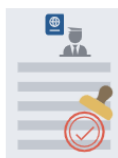
Birth Certificate

- Issued 12 months after time of birth
- Issued in the UK, Isle of Man or Channel Islands



Marriage/Civil Partnership Certificate

- Issued in the UK or Channel Islands



Immigration Document, Visa or Work Permit

- Issued by a country outside the UK.
- Valid only for roles whereby the applicant is living and working outside of the UK.
- Visa/permit must relate to the non-UK country in which the role is based



HM Forces ID card

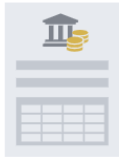
- Issued in the UK



Firearms Licence

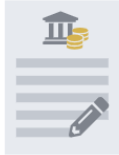
- Issued in the UK, Channel Islands or Isle of Man

Group 2B



Bank Statement (UK or Channel Islands)

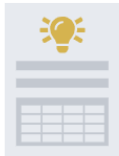
- Issued in the UK or Channel Islands
- Issued in last 3 months
- Bank or Building Society Statement



Bank Opening Letter

Bank or building society account opening confirmation letter

- Issued in the UK
- Issued in last 3 months



Utility Bill

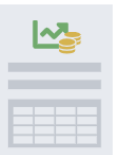
- Issued in the UK
- Cannot be a mobile telephone bill
- Issued in last 3 months



Government Letter/Benefit Statement

Central or local government, government agency, or local council document giving entitlement, for example from the Department for Work and Pensions, the Employment Service, HMRC

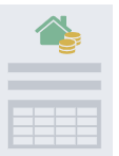
- Issued in the UK or Channel Islands
- Issued in last 3 months



Financial Statement

Financial statement, for example pension or endowment

- Issued in the UK
- Issued in last 12 months



Council Tax Statement

- Issued in the UK or Channel Islands
- Issued in last 12 months



EEA National ID Card

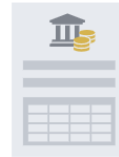
- Issued in the EEA
- Must still be valid



PASS Card

Cards carrying the PASS accreditation logo

- Issued in the UK, Isle of Man or Channel Islands
- Must still be valid



Bank Statement (Non-UK)

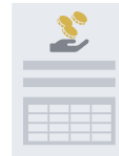
Bank or Building Society Statement

- Issued in countries outside the UK
- Issued in last 3 months
- Branch must be in the country where the applicant lives and works



Credit Card Statement

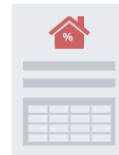
- Issued in the UK
- Issued in last 3 months



Benefit Statement

Benefit statement, for example child benefit or pension

- Issued in the UK
- Issued in last 3 months



Mortgage Statement

- Issued in the UK
- Issued in last 12 months



P45 or P60 Statement

- Issued in the UK or Channel Islands
- Issued in last 12 months



Employment Sponsorship Letter

Letter of sponsorship from future employment provider

- Non-UK only
- Valid only for applicants residing outside of the UK at time of application
- Must still be valid



Irish Passport Card

- Cannot be used with an Irish passport
- Must still be valid



Education Letter

Letter from head teacher or college principal

- Issued in the UK
- For 16 to 19 year olds in full time education
- Should only be used in exceptional circumstances if other documents cannot be provided
- Must still be valid