

DBS (Disclosure and Barring Service) Document Checklist



Warwick ID: Name:

You must provide 3 original ID documents – 1 document from Group 1 and 2 further documents from Group 1, 2a or 2b (one of which must confirm your current address). You must also provide proof of any name changes.

All documents must show your full official current name, or include proof of change of name.
Please note: We cannot accept photocopies, scans or documents printed from the internet

Group 1: Primary Identity Documents – You must provide **at least one** document from this group

- Valid passport**
- Biometric residence permit (UK)**
- Photo-card driving licence (UK, Channel Islands, Isle of Man or EU)(Full or Provisional)**

Group 2a – Trusted government documents

- Current driving licence photo-card** (All countries outside the EU)
- Current driving licence paper version** (if issued before 1998) (Full or Provisional)
- Birth certificate** (UK – including those issued by UK authorities overseas, e.g. embassies, High Commissions and HM Forces)
- Marriage/civil partnership certificate** (UK)
- HM Forces ID card** (UK)
- Firearms licence** (UK)
- Adoption certificate** (UK or Channel Islands)

Group 2b – Financial and social history documents

- Bank or building society statement – not from online banking** (UK or EEA)*
- Bank or building society account opening confirmation letter** (UK)*
- Benefit statement**, e.g. Child Benefit, Pension (UK)*
- Credit card statement – not from online banking** (UK or EEA)*
- Council Tax statement** (UK and Channel Islands)**
- Utility bill** – not mobile telephone bill (UK)*
- Mortgage statement** (UK or EEA)**
- P45 or P60 statement** (UK)**
- Financial statement**, e.g. student loans company, pension or endowment (UK)**
- Central or local government, government agency, or local council document giving entitlement**, e.g. from the Department for Work and Pensions, Student Finance, HMRC (UK)*
- Work permit and visa – must still be valid** (UK)
- EU National ID card**
- Cards carrying the PASS accreditation logo** (UK, Isle of Man and Channel Islands)
- University Offer Letter – only valid if living overseas at the time application and received in the post**

PLEASE NOTE: Documents annotated with * must be **less than 3 months old** (from the date of your DBS application)
Documents annotated with ** must be **less than 12 months old** (from the date of your DBS application)

If you have yet to complete your DBS application please ensure that your documents are not close to expiry
For any queries please email disclosures@warwick.ac.uk

TO BE COMPLETED BY A MEMBER OF STAFF:

I confirm that the original documentation has been seen and copies are attached to this form.

Signed: Date:

Name (please print clearly):

TO BE COMPLETED BY THE APPLICANT:

Data Protection Consent Statement

The documents that you are supplying to the school at your interview will be shared with the University of Warwick and used for the purposes of processing your application to Warwick and for completing your DBS Check.

For further information regarding how your information is held by the University of Warwick, including how we maintain the security of your information, your rights to access information we hold about you, how to update us on any changes to your details or to withdraw your consent for your data to be used for the purposes outlines above then please contact disclosures@warwick.ac.uk

For information about how your data is held by the school, please contact the school directly.

Please tick the below box to confirm that you have read and understood the above Data Protection Consent Statement and agree for the University to use your personal data as specified.

I Agree

Overseas Declaration

Please note: An overseas check is required in addition to the UK DBS Check for any countries where you have lived for 6 months or more in the last 5 years.

1. Have you lived overseas at any time in the last 5 years? YES NO

If YES, please also complete questions 2 and 3:

2. Are you currently living overseas? YES NO

3. Please include the countries and timescales below (please continue on a separate sheet if necessary)

| Country | Dates |
|---------|-------|
| | |
| | |
| | |

Signed (by applicant/ student only) Date

Name (please print clearly):