

UNIVERSITY OF WARWICK – CONFIDENTIAL DBS (Disclosure and Barring Service) Checklist



At least 3 original valid ID documents are required to prove identity for DBS purposes.

Including:

At least 1 document from Group 1 (if you are unable to provide a document from Group 1 please contact disclosures@warwick.ac.uk).

At least 1 document confirming your current address (as listed in Section B of the form).

Where possible you should also provide evidence of your five year address history.

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.

If you have ever been known by any other name(s) you must provide proof to support your change of name.

Group 1

Valid Passport (with at least 4 months validity remaining)

UK/Isle of Man/Channel Islands and EU Current Photo Card Driving (full or provisional) Licence

Biometric Residence Permit (UK)

Group 2a

Birth Certificate (UK & Channel Islands – including those issued by UK authorities overseas) – issued at the time of birth

Birth Certificate (UK & Channel Islands) – issued after the time of birth

UK/Isle of Man/Channel Islands and EU Full or provisional Current Driving Licence (old style paper version)

All countries Current Photo Card Driving Licence Full or provisional where a counterpart has been issued but no counterpart is presented

Marriage/Civil Partnership certificate (UK & Channel Islands)

Adoption Certificate (UK)

HM Forces ID Card (UK)

Fire Arms Licence (UK, Channel Islands & Isle of Man)

Group 2b

Mortgage Statement (UK or EEA)**

Bank/Building Society Statement (UK, Channel Islands or EEA)* *Not printed from internet banking*

Bank/Building Society Account Opening Confirmation Letter (UK) *

Credit Card Statement (UK or EEA)*

Financial Statement (UK)** e.g. pension, ISA

P45/P60 Statement (UK & Channel Islands)**

Council Tax Statement (UK & Channel Islands)**

Work Permit or Visa (UK) Valid up to expiry date

Utility Bill (UK)* - Not mobile telephone

Benefit Statement (UK) * e.g. Child Allowance, Pension

EU National ID Card (Valid up to expiry date)

A document from Central/Local Government/Government Agency/Local Authority giving entitlement (UK & Channel Islands)* - e.g. HMRC, Job Centre, Student Finance England, DWP

University Offer Letter (valid only if living overseas at time of application and letter received in the post)

Documents denoted with * - should be **less than 3 months old** (from the date of your DBS application).

Documents denoted with ** - should be **less than 12 months old** (from the date of your DBS application).

If you have yet to complete a DBS application form please ensure that your documents are not close to expiry.

FOREIGN ADDRESS INFORMATION (Circle as appropriate)

Have you lived overseas at any time in the last 5 years for a period of 6 months or more?

YES **NO**

Please Circle:

Currently Overseas

Current UK Resident

Overseas Details:

Please include country and timescale.