**Warwick ID No: …………………………….. Name: ………………………………………….**

**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.

# **UNIVERSITY OF WARWICK – CONFIDENTIAL**

# **DBS (Disclosure and Barring Service *formerly CRB*) Checklist**

**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

**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. **Version 7**

# **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 Driving Licence** (old style paper version)

**All countries 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 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 and paper counterpart where one is issued – both parts** must be produced for it to be valid.

**Biometric Residence Permit** (UK)

**For completion by a member of staff only.**

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

**Signed: …………………………………………………………………… Date: …………….........**

**Name (please print clearly): ………………………………………………………………………..**

**FOREIGN ADDRESS INFORMATION (Circle as appropriate)**

Has the applicant lived overseas at any time in the last 5 years: **YES NO**

**Currently Overseas Current UK Resident**

**Overseas Details:**

*Please include country and timescale.*