



Disclosure and Barring Service (DBS) REQUIREMENTS

Please note that you have to provide original documents listed in group 1 and 2 below, where our staff will take copies and give the original back to you.

If you provide one document from group 1 list, then you need to provide two more from group 2 list.

If you provide two from group 1 list, you need to provide one more from group 2 list.

For those who do not have any from group 1 list, they need to provide any 5 documents from group 2 list.

Utility Bills will require not being more than 3 months old.

GROUP 1

- A Passport
- UK Driving Licence
- Original UK Birth Certificate
- Valid Photo Identity Card (EU Countries)

GROUP 2

- Marriage Certificate
- Non UK Birth Certificate
P45/P60
- Bank Statement
- Any Utility Bill
- Valid TV Licence
- Credit Statement
- Store Card Statement
- Mortgage Statement
- Valid Insurance Certificate
- Correspondence/document From Benefit Agency, Local Authority, Inland Revenue
- Financial Statement (e.g. Pension. Endowment)
- Valid Vehicle Registration Document
- Mail Order Catalogue Statement
- Court Summons
- Valid NHS Card
- Addressed Payslip
- National Insurance
- Exam Certificate
- Child Benefit Book
- Connexions Card
- Certificate of British Nationality
- Work Permit

You will also have to pay contribution towards the DBS. Once the application form is sent to the DBS department and the certificate will be sent directly to you on your home address.