



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

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

GROUP 2

- 0• Marriage Certificate
- 0• Non UK Birth Certificate
- P45/P60
 - 0• Bank Statement
 - 0• Any Utility Bill
 - 0• Valid TV Licence
 - 0• Credit Statement
- 0□ Store Card Statement
 - 0• Mortgage Statement
 - 0• Valid Insurance Certificate
- 0□ Correspondence/document From Benefit Agency, Local Authority, Inland Revenue
 - 0• Financial Statement (e.g. Pension. Endowment)
 - 0• Valid Vehicle Registration Document
 - 0• Mail Order Catalogue Statement
 - 0• Court Summons
 - 0• Valid NHS Card
 - 0• Addressed Payslip

- 0• National Insurance
- 0• Exam Certificate
- 0• Child Benefit Book
- 0• Connexions Card
- 0• Certificate of British Nationality
- 0• Work Permit

You will also have to pay a fee of £58 for DBS. Once the application form is sent to the DBS department, it normally takes between 1-4 weeks to process and the certificate will be sent directly to you.