



# 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
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- Certificate of British Nationality
  - Work Permit

You will also have to pay a fee of £54.00 for DBS. Once the application form is sent to the DBS department, it normally takes between 4-6 weeks to process and the certificate will be sent directly to you.