

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 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.