



# Disclosure and Barring Service (DBS) REQUIREMENTS

Please take note that one document from group 1 and two documents from group 2 are required.

To proceed with the application, the original documents are to be submitted, checked and copies taken by the Admin staff. The original documents would be returned to the applicant.

If you don't have any documents from the group 1 list, then any five documents are to be provided from group 2 list. Bank statements and utility bills must not be more than 3 months.

## 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.