

The Directors are obliged, under arrangements introduced for the protection of children and to comply with the Asylum and Immigration Act 1996, to successfully complete a number of enquiries. The guidance on ID checking for DBS (Disclosure and Barring Service formerly the CRB) purposes has recently changed. Please see below for a list of the documents which are acceptable for DBS purposes.

You are asked to produce one document from Group 1 **and** a further two documents from Group 1, 2a or 2b one of which must verify your current address.

Group 1 – Primary Trusted Identity Credentials (originals only please)

- Valid Passport
- Driving Licence (UK) (Full or Provisional) Isle of Man/Channel Islands
Photo card only
- Birth Certificate (UK and Channel Islands) issued at the time of birth;
Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces (Photocopies are not acceptable).

Group 2a - Trusted Government/State Issued Documents (originals only please)

- Current UK Driving Licence (old style paper version).
- Birth Certificate (UK and Channel Islands) – (issued after the time of birth by the General Register Office/relevant authority e.g. Registrars – Photocopies are not acceptable).
- Marriage/Civil Partnership Certificate (UK and Channel Islands).
- Adoption Certificate (UK and Channel Islands).
- HM Forces ID Card (UK).
- Fire Arms Licence (UK and Channel Islands).

Group 2b – Financial/Social History Documents (originals only please)

- Mortgage Statement (UK or EEA**) (Non EEA statements are not acceptable).
- Bank/Building Society Statement (UK or EEA)* (Non EEA statements not acceptable).
- Bank/Building Society Account Opening Confirmation Letter (UK).
- Credit Card Statement (UK or EEA)*
- Financial Statement** e.g. pension, endowment, ISAA (UK)
- P45/P60 Statement** (UK and Channel Islands).
- Council Tax Statement (UK and Channel Islands).
- Work Permit/Visa (UK) (UK Residence Permit)**.
- Letter of Sponsorship from future employment provider (Non-UK/Non EEA only valid for applicants residing outside of the UK at the time of application).
- Utility Bill (UK)* - Not Mobile Telephone.
- Benefit Statement* e.g. Child Allowance, Pension.
- A document from Central/Local Government/Government Agency/Local Authority giving entitlement (UK and channel islands)* e.g. from the Department for Work and Pensions, the Employment Service, Customs and Revenue, Job Centre, Job Centre Plus, Social Security.
- EU national ID Card/
- Cards carrying the PASS accreditation logo (UK and Channel Islands).

* document should be less than 3 months old.

** document should be issued within the past 12 months.

Not denoted – it can be more than 12 months old.