

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	GROUP 2
<ul style="list-style-type: none"> • A Passport • UK Driving Licence • Original UK Birth Certificate • Valid Photo Identity Card (EU Countries) 	<ul style="list-style-type: none"> • 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, 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 £75.00 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