



Disclosure and Barring Service (DBS) REQUIREMENTS

Please provide original documents listed in group 1 and 2 below. A member of staff will take copies and return the originals.

If you provide one document from the list under group 1, then you will need to provide two more documents from the list under group 2.

You can also provide two documents from group 1 list and one more from group 2 list.

For those who do not have any from group 1, they need to provide any 5 documents from group 2.

Utility Bills should not be 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 required to pay a fee of £52.40.for DBS application. The DBS applications usually takes approximately 4-6 weeks to process. However, this can be much quicker depending on individual application. Certificates are sent directly to the applicant.