

Confirming your identity for DBS Disclosure

Your identity needs to be confirmed. You need to provide original documentation (no photocopies) to the School. The table lists the documents we can accept. Please use the diagram below to determine which of these documents you need to provide.

Which documents do you need to provide?

Please note **all** documents must be in **your current name**. At least one document must show your current address and at least one document must show your date of birth.

Can you produce any document from Group 1? (see list below)

YES – You therefore need a total of 3 documents. 1 document from Group 1 plus any two.

NO – You therefore need a total of 5 documents from Group 2.

What to do next

Please bring your documentation with you, these will be copied on your arrival.

DBS DOCUMENTS LIST

Group 1

- Valid passport (any nationality)
- UK Driving Licence (UK) (Full or Provisional)-England/Wales/Scotland/Northern Ireland?/Isle of Man ;either photocard or paper)(a photo card is only valid if the individual presents it with the counterpart licence)
- Original UK Birth Certificate (Issued within 12 months of the date of birth)
- EU Photo identity card
- UK Firearms licence (UK)
- HM Forces ID Card (UK)
- Adoption Certificate(UK)

Group 2

- Marriage/ Civil Partnership certificate
- Birth Certificate (issued after 12 months of the date of birth)
- P45/ P60 (UK) (Statement issued within past 12 months)
- Bank or Building society statement (documentation should be less than 3 months old)
- Utility Bill - electricity, gas, water, telephone, mobile phone bill (documentation should be less than 3 months old)
- Valid TV licence (Issued within past 12 months)
- Credit card statement (documentation should be less than 3 months old)
- Store card statement (documentation should be less than 3 months old)

- Mortgage statement (Issued within past 12 months)
- Valid insurance certificate (issued within past 12 months)
- Council Tax Statement (UK)
- Certificate of British Nationality
- A document from Central/Local Government/Government Agency/Local Authority giving entitlement (UK): eg from Dept for Work & Pensions, the Employment Service, Customs & Revenue, Job Centre, Job Centre, Plus, Social Security (documentation should be less than 3 months old)
- Financial statement - e.g. pension, endowment, ISA (Issued within past 12 months)
- Valid vehicle registration document
- Mail order catalogue statement (documentation should be less than 3 months old)
- Court Claim Form (UK) Document issued by Court Service (Issued within past 12 months)
- Valid NHS card (UK)
- Addressed payslip (documentation should be less than 3 months old)
- National Insurance number card (UK)
- Exam certificate (e.g. GCSE, NVQ)
- Benefit Statement eg Child Allowance, Pension (Issued within past 3 months)
- Connexions card (UK)
- Financial Statement e.g. pension, endowment, ISA
- Certificate of British Nationality(UK)
- Work Permit/Visa (UK) (issued within past 12 months)

In addition please bring with you original qualification certificates