

## **Disclosure and Baring 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 presented should not be more than 3-month-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
- Work Permit
- Certificate of British Nationality

You will also have to pay a fee of £54.00 for DBS. Once the application form is sent to DBS department, it normally takes between 4-6 weeks to process and the certificate will be sent directly to you