**Disclosure and Barring Service (DBS)**

In order to commence on a health or social care course you will be required to apply for a Disclosure and Barring Service enhanced disclosure, which will provide details of any criminal record and whether you are banned from working with children or vulnerable adults.

**The Disclosure and Barring Service (DBS) launched on 1 December 2012.**

The DBS was formed from a merger between the Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA).

For your DBS Check you will be required to provide the following identification:

- 1 document from Group 1 (refer to list of Valid Identity Documents); and

- 2 further documents from Group 1, 2a or 2b; one of which must verify your current

address.

**Group 1: Primary identity documents**

| **Document** | **Notes** |
| --- | --- |
| Passport | Any current and valid passport |
| Biometric residence permit | UK |
| Current driving licence – **photo card with counterpart** | UK/Isle of Man/Channel Islands (full or provisional) |
| Birth certificate - issued at time of birth | UK and Channel Islands – including those issued by UK authorities overseas, eg Embassies, High Commissions and HM Forces |

**Group 2a: Trusted government documents**

| **Document** | **Notes** |
| --- | --- |
| Current driving licence – old-style paper version | UK |
| Current photo driving licence  **photo card with counterpart** | Non-UK licences must be valid for up to 12 months from the date the applicant entered the UK |
| Birth certificate – issued after time of birth | UK and Channel Islands |
| Marriage/civil partnership certificate | UK and Channel Islands |
| Adoption certificate | UK and Channel Islands |
| HM Forces ID card | UK |
| Firearms licence | UK and Channel Islands |

**Group 2b: Financial and social history documents**

| **Document** | **Notes** | **Issue date and validity** |
| --- | --- | --- |
| Mortgage statement (which includes account details) | UK or EEA | Issued in last 12 months |
| Bank or building society statement (which includes account details) | UK and Channel Islands or EEA | Issued in last 3 months |
| Bank or building society account opening confirmation letter (which includes account details) | UK | Must still be valid |
| Credit card statement (which includes account details) | UK or EEA | Issued in last 3 months |
| Financial statement, eg pension or endowment (which includes account details) | UK | Issued in last 12 months |
| P45 or P60 statement | UK and Channel Islands | Issued in last 12 months |
| Council Tax statement (which includes account details) | UK and Channel Islands | Issued in last 12 months |
| Work permit or visa | UK | Valid up to expiry date |
| Letter of sponsorship from future employment provider | Non-UK or non-EEA only - valid only for applicants residing outside of the UK at time of application | Must still be valid |
| Utility bill (which includes account details) | UK – not mobile telephone bill | Issued in last 3 months |
| Benefit statement, eg Child Benefit, Pension (which includes account details) | - | Issued in last 3 months |
| Central or local government, government agency, or local council document giving entitlement, eg from the Department from Work and Pensions, the Employment Service, HMRC | UK and Channel Islands | Issued in last 3 months |
| EU National ID card | - | Must still be valid |
| Cards carrying the PASS accreditation logo | UK and Channel Islands | Must still be valid |
| Letter from Head Teacher or College Principal | UK - for 16 to 19 year olds in full time education - only used in exceptional circumstances if other documents cannot be provided | Must still be valid |