DBS (Disclosure and Barring Service) Document Checklist

Please read this document carefully.

In order to complete a DBS check, you must produce the following:

At least 3 original valid ID documents are required to prove identity for the DBS check.
At least 1 document from Group 1 (if you are unable to provide a document from Group 1, please contact volunteers@warwick.ac.uk)
At least 1 document confirming your current address (as listed on your application form)
At least 1 document confirming your date of birth
All documents must show your full official current name, or include proof of change of name.

Please note: We cannot accept photocopies, scans, documents printed from the internet

Group 1: You must provide at least one document from this group

- Current valid passport (All countries)
- Biometric residence permit (UK)
- Current photocard driving licence (UK/Isle of Mann/Channel Islands/EU)(Full or Provisional)
- Birth certificate issued within 12 months of your birth (UK and Channel Islands – including those issued by UK authorities overseas, e.g. embassies, High Commissions and HM Forces)
- Adoption certificate (UK and Channel Islands)

Group 2a

- Current driving licence photocard (All countries outside the EU)
- Current driving licence paper version (Full or Provisional) (if issued before 1998)
- Birth certificate issued after time of birth (UK/Channel Islands)
- Marriage/civil partnership certificate (UK/Channel Islands)
- HM Forces ID card (UK)
- Firearms licence (UK, Channel Islands and Isle of Man)

Group 2b

- Mortgage statement (UK or EEA)**
- Bank or building society statement (UK and Channel Islands or EEA)*
- Bank or building society account opening confirmation letter (UK)*
- Credit card statement (UK or EEA)*
- Financial statement, e.g. pension or endowment (UK)**
- P45 or P60 statement (UK and Channel Islands)**
- Council Tax statement (UK and Channel Islands)**
- Work permit and visa (UK)
- Utility bill – not mobile telephone bill (UK)* We can accept a Student Status Letter, in place of a utility bill
- Benefit statement, e.g. Child Benefit, Pension (UK)*
- Central or local government, government agency, or local council document giving entitlement, e.g. from the Department for Work and Pensions, the Employment Service, HMRC (UK and Channel Islands)*
- EU National ID card
- Cards carrying the PASS accreditation logo (UK and Channel Islands)

Documents annotated with * must have a date of issue within the past three months.
Documents annotated with ** must have a date of issue within the past twelve months.
Documents with no annotation can be any age as long as they are valid (i.e. not expired/ cancelled)

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