

PLEASE GO THROUGH THE CHECK LIST BELOW, FIND YOUR DOCUMENTS, TICK THEM OFF THIS LIST, AND HAVE THEM AVAILABLE FOR YOUR DBS APPOINTMENT.

Denoted with * - it should be less than 3 months old - Denoted with ** - it should be less than 12 months old
 In addition please have a list of the addresses where you have lived in the last five years to the month (including the month and year you moved into the address and the month and year you moved out of the address)

Route One (Faster, electronic process)

(3 documents to be seen)

1 document from Group 1

2 further documents from Group 1, 2a or 2b (one of which must be less than 3 months old and have your current address on)

OR

Route Two (Faster, electronic process)

(3 documents to be seen plus an *External Validation Check (*performed by BMBC HR team)

note: a Group 2a document must be provided (EU ID Card is NOT in Group 2a)

1 document from Group 2a

2 further documents from Group 2a or 2b (one of which must be less than 3 months old and have your current address on)

OR

Route Three (faster, electronic process)

(5 documents to be seen)

1 certified copy of a Birth Certificate (UK and Channel Islands), issued after the time of birth by the General Register Office/relevant authority – Photocopies are not acceptable)

and 4 further documents from Group 2:

1 from Group 2a

3 from Group 2a or 2b (one of which must be less than 3 months old and have your current address on)

OR

Fingerprinting (slower paper process)

Unable to verify applicant's ID

Paper DBS Application form required

In processing police will arrange appointment with applicant at local Police Station for fingerprints to be taken

Note: delays will be experienced with this route. We do not recommend this route.

| GROUP 1 | |
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| <u>GROUP 1</u> | ✓ / ✗ |
| Current valid Passport (ESSENTIAL if owned) | |
| Biometric Residence Permit (UK) | |
| Current Photo card Driving Licence; Full or Provisional (UK, Isle of Man / Channel Islands and EU Countries) (ESSENTIAL if owned) | |
| Birth Certificate (UK and Channel Islands) - issued at the time of birth; Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces. (Photocopies are not acceptable) | |

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| <u>GROUP 1 CONTINUED</u> | ✓ / ✗ |
| Adoption Certificate (UK and Channel Islands) | |
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| <u>GROUP 2A TRUSTED GOVERNMENT ISSUED DOCUMENTS</u> | ✓ / ✗ |
| Current Driving Licence (photo card) – all countries (Full or Provisional) | |
| Current Driving Licence - old-style paper version (UK / Isle of Man / Channel Islands - before 1998 the Driving Licence was a paper version) or EU Driving licence (Full or Provisional) (ESSENTIAL if owned) | |
| Birth Certificate (UK and Channel Islands) – (issued after the time of birth by the General Register Office/relevant authority i.e. Registrars – Photocopies are not acceptable) | |
| Marriage / Civil Partnership Certificate (UK and Channel Islands) | |
| HM Forces ID Card (UK) | |
| Fire Arms Licence (UK, Channel Islands and Isle of Man) | |
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| <u>GROUP 2B FINANCIAL/SOCIAL HISTORY DOCUMENTS</u> | ✓ / ✗ |
| Bank / Building Society Statement (UK and Channel Islands or EEA) (Non-EEA statements must not be accepted) * | |
| Bank / Building Society AOC (Account Opening Confirmation Letter) - (UK) * | |
| Credit Card Statement (UK or EEA) (Non-EEA statements must not be accepted)* | |
| Mortgage Statement (UK or EEA) (Non-EEA statements must not be accepted) ** | |
| Financial Statement - e.g. pension, endowment, (UK) ** | |
| P45 / P60 Statement (UK & Channel Islands) ** | |
| Council Tax Statement (UK & Channel Islands) ** | |
| Work Permit / Visa (UK) (UK Residence Permit) (valid up to expiry date) | |
| Utility Bill (UK) – Not Mobile Telephone * | |
| Benefit Statement (UK) - e.g. Child Benefit, Pension * | |
| A document from Central / Local Government / Government Agency / Local Authority giving entitlement (UK & Channel Islands) *- e.g. DWP, the Employment Service , HMRC, Job Centre, Social Security | |
| EU National ID Card – must be valid | |
| Cards carrying the PASS accreditation logo (UK and Channel Islands) - must be valid | |