

Manual DBS ID Check - DBS list of acceptable ID/ Documents to complete your Enhanced Disclosure & Barring Service (DBS) check

For Other National (Non-UK) Applicants only

Only **Original documents** must be produced for the DBS identity check. Photocopies, scanned copies, photos, printouts or screenshots of documents taken from online such as online banking, online utility accounts, etc. will **NOT** be accepted.

At least one document must verify the applicant's right to study in the UK, at least one document must verify the applicant's current UK address (documents containing addresses are marked with *) and at least one document should display the applicant's date of birth. **All documents used for the DBS check MUST contain the applicant's current legal name; this must be consistent throughout all the documents.**

Three documents in total must be seen; one document must be from the 'Primary Documents' section and a further two documents from any of the groups listed under the 'Supporting Documents' section below.

Primary Documents

The manual DBS identity checking process is aligned with right to study checks to assist educational institutions to prevent illegal studying in the UK. As a national of a non-UK country applying for study, you are required to provide a document listed below to complete your DBS application. Please review the list of documents.

- A current passport or passport card showing that the holder is a national of the Republic of Ireland.
- A current document issued by the Home Office to a family member of an EEA or Swiss citizen, and which indicates that the holder is permitted to stay in the United Kingdom indefinitely.
- Online evidence of immigration status. Either via the View and Prove service or using the BRP or BRC online service. Issued by the Home Office to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question. Must be valid. Note: This includes the EUSS digital status confirmation.
- A current document issued by the Home Office to a family member of an EEA or Swiss citizen, and which indicates that the holder is permitted to stay in the United Kingdom for a time limited period and to do the type of work in question.
- A frontier worker permit issued under regulation 8 of the Citizens' Rights (Frontier Workers) (EU Exit) Regulations 2020.
- A document issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules on or before 30 June 2021 together with a Positive Verification Notice from the Home Office Employer Checking Service.
- A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.
- A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.

- A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
- An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service.
- A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.

Supporting documents

The applicant must be able to show at least 2 documents from any of the groups listed below.

Group 1 – Primary Trusted Identity Credentials

- Current Valid Passport (Any Nationality)
- Biometric Residence Permit (UK) – **this can only be accepted under specific circumstances**
- Current Photocard Driving Licence (UK/ Isle of Man/ Channel Islands) (Full or provisional) *
- Birth Certificate (UK/ Isle of Man/ Channel Islands – including those issued by UK authorities overseas i.e. embassies, High Commissions and HM Forces) – issued **WITHIN** 12 months of date of birth
- Adoption Certificate (UK and Channel Islands)

Please note: A passport or biometric residence permit can only be used as a supporting document if it is not already being used as a primary document.

Group 2a – Trusted Government/ State Issued Documents

- Current Photocard Driving Licence – All countries outside the UK (excluding Isle of Man and Channel Islands) (Full or provisional)
- Current paper version Driving Licence (if issued before 1998) (UK/ Isle of Man/ Channel Islands) (Full or provisional) *
- Birth Certificate (UK/ Isle of Man/ Channel Islands) – issued more than 12 months **AFTER** date of birth
- Marriage/ Civil Partnership Certificate (UK and Channel Islands)
- Immigration document, Visa or Work Permit (**for applicants living and working outside the UK**) – **Issued by the country where the role is based**
- HM Forces ID Card (UK)
- Firearms Licence (UK/ Isle of Man and Channel Islands) *

All driving licences must be valid.

Group 2b – Financial/Social History Documents

- EEA National ID Card
- Cards carrying the PASS accreditation logo (UK, Isle of Man and Channel Islands)
- 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) ***
- Letter of Sponsorship from future employment provider (Non-UK only – **valid only for applicants residing outside of the UK at the time of application) ***

The following documents must have been issued within the last 12 months:

- P45/ P60 Statement (UK and Channel Islands) *
- Council Tax Statement (UK and Channel Islands) *
- Financial Statement (UK) - e.g. pension, endowment, ISA *
- Mortgage Statement (UK) (Non-UK statements will not be accepted) *

The following documents must have been issued within the last 3 months:

- Bank/ Building Society Statement (UK/ Channel Islands) (Non-UK statements will not be accepted) *
- Bank/ Building Society Statement (Countries outside the UK) **(For applicants living and working outside the UK. Branch must be located in the country in which the applicant lives and works) ***
- Bank/ Building Society Account Opening Confirmation Letter (UK) *
- Credit Card Statement (UK) (Non-UK statements will not be accepted) *
- Utility Bills (UK) - The **only** utility bills we accept are Gas, Electricity, Water and Landline Telephone Bills (Not Mobile Telephone) *
- Benefit Statement (UK) - e.g. Child Benefit, Pension *
- A document from Central or Local Government, Government Agency, or Local Council giving entitlement (UK and Channel Islands) - e.g. from the Department for Work and Pensions, the Employment Service, HMRC *