

## DBS ID Documents List

To meet the DBS Document requirements and start your check, you will need to provide:

- One document from Group 1 of the DBS ID Documents list
- Two **additional** documents, which can be from either groups 2a or 2b of the list. This could be two documents from list 2a, two documents from list 2b, or one from each list. At least one of these documents **must** contain proof of address

Please note that if you **ARE NOT** a UK citizen you must provide the following:

- Current passport **and** evidence of your right to work/settle in the UK
- One **additional** document from groups 1, 2a or 2b

**NOTE:** A DBS check cannot be completed if you are unable to provide the necessary documents as per the DBS requirements above. Please be aware that:

- All documents must be in your current name (marriage certificate excepted)
- At least one document must show your date of birth
- At least one document must show your current UK address
- All documents must be valid and in-date
- All documents must be **originals**. Screenshots or photocopies of documents are not accepted.

If you are worried about how you can provide adequate documentation, please contact the Admissions Office for further advice by sending a message through your King's Apply account.

### **Non-UK Residents Only**

If you are applying for a DBS check using the non-UK resident instructions, we have suggested that you consider using a bank or building society account opening confirmation letter<sup>+</sup>.

Remember that you need to finalise your enrolment before you can obtain your 'confirmation of study' letter. It is recommended that you research banks or building societies, with whom you wish to open an account and their requirements, prior to arriving in the UK and book an appointment with them soon after obtaining your student ID card.

**GROUP 1: PRIMARY IDENTITY DOCUMENTS:**

- Current passport (must be valid)
- Biometric Residence permit (UK)
- UK, Isle of Man or Channel Islands Birth Certificate (issued within 12 months of date of birth – full or short form acceptable including those issued by UK authorities overseas)
- Current Driving Licence Photocard (Full or Provisional, UK, Isle of Man and Channel Islands )
- Adoption Certificate (UK and Channel Islands)

**GROUP 2a: TRUSTED GOVERNMENT DOCUMENTS:**

- Current UK Driving Licence (paper version if issued before 1998)
- Current Driving Licence Photocard from any country (Full or Provisional, non-UK licences must be valid for up to 12 months from the date the applicant entered the UK)
- UK Birth Certificate (issued over 12 months after date of birth)
- Marriage/Civil Partnership Certificate (UK and Channel Islands)
- Firearms Licence (UK)
- HM Forces ID card
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**GROUP 2b: FINANCIAL AND SOCIAL HISTORY DOCUMENTS:**

- Mortgage Statement (UK) \*
- Financial Statement (UK) (e.g. pension, endowment, ISA) \*
- P45/P60 Statement (UK and Channel Islands) \*
- Council Tax Statement (UK and Channel Islands) \*
- Bank or Building Society account opening confirmation letter +
- Bank/Building Society Statement (UK – branch must be in the country where the applicant lives and works) +
- Credit Card Statement (UK) +
- Utility Bill (UK), **not** a Mobile Phone Bill +
- Benefit Statement (UK) e.g. Child Allowance, Pension +
- Document from Central/Local Government/ Governmental Agency/ Local Authority giving entitlement (UK) e.g. Department of Work and Pensions, Job Centre Plus +
- Letter from Head Teacher or College Principal (UK) - for 16-19 year olds in full time education, may be used in exceptional circumstances where no other documents are available
- EEA National ID Card (Must still be valid)
- Irish Passport Card (cannot be used in conjunction with an Irish passport, and must still be valid)
- Cards carrying the PASS accreditation logo (UK, Isle of Man, and Channel Islands – must be valid)

\* Issued in the last 12 months

+ Dated within the last 3 months