

## Documents Required to Complete a Disclosure and Barring Application

This section is designed to help those applying for a Basic Disclosure, Standard DBS or Enhanced DBS to understand exactly what documents that they are required to provide for their application to be processed. Please ensure when submitting your application that you have included all the required documents, as failure to do so will mean that your application cannot be processed and will be held up until we have obtained sufficient documentation.

**Basic Disclosure** – The documentation required for a Basic Disclosure application is as follows:

- One document of ID – passport or driving licence
- One document showing proof of address – utility bill, bank statement, credit card statement, driving licence (only if driving licence shows the applicant's current address and has not also been used as ID document)

**Standard/Enhanced DBS** – The documentation required for both Standard and Enhanced DBS applications is set out by the Disclosure and Barring Service (DBS) and is as follows:

- One document from Table 1 (included below)
- Two other documents from any of the tables below, one of which must show proof of address

Should the applicant not be able to provide a document from Table 1 then they must instead provide the following:

- One document from Table 2a
- Two other documents from Table 2a or 2b

### **Table 1: Primary identity documents**

#### **Document**

Current and Valid Passport      Biometric residence permit      Birth certificate – Issued at time of birth

Current driving licence – photo card with counterpart (Full or Provisional)

*Copies of ID documents must be signed and verified by a member of HR or a line manager*

### **Table 2a: Trusted government documents**

#### **Document**

Current driving licence – old-style paper version	Current photo driving licence
Birth certificate – issued after time of birth	Marriage/civil partnership certificate
Adoption certificate	HM Forces ID card
Firearms licence	

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

Document	Notes
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, eg pension or endowment	UK
P45 or P60 statement	UK and Channel Islands
Council Tax statement	UK and Channel Islands
Work permit or visa	UK
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
Utility bill	UK – not mobile telephone bill
Benefit statement, eg Child Benefit, Pension	UK
Central or local government, government agency, or local council document giving entitlement, eg 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
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

**Please ensure you double-check the date ranges acceptable for each piece of documentation that you provide.**