

DBS Identity Documents

To complete a DBS check you need **THREE** documents. One must come from Group 1 and two documents from Group 1 or 2, one of which must verify your home or student address (You will need to know your national insurance number but proof isn't needed)

Group 1

- Current valid passport
- Biometric residence permit (UK)
- Current driving licence photocard (Full or Provisional) (UK, EU, Isle of Man/Channel Islands)
- Birth certificate - issued within 12 months of birth (UK and Channel Islands)
- Adoption Certificate

Group 2

- Current UK driving licence (old style paper version issued before 1998)
- Current photo driving licence (Non-UK must be valid for 12 months from date of entering UK)
- Birth certificate- issued after time of birth
- Marriage/Civil partnership certificate (UK and Channel Islands)
- Adoption certificate (UK and Channel Islands)
- HM forces ID card (UK)
- Firearms licence (UK and Channel Islands)
- Bank/building society statement (UK, Channel Islands, EEA)*
- Bank/building society account opening confirmation letter (UK)*
- Credit card statement (UK, EEA)*
- Utility bill (UK) **Not** mobile telephone bills*
- Benefit statement e.g. child allowance*
- A document from central/local government/government agency/local authority giving entitlement (UK and Channel Islands) e.g. customs and revenue, job centre, social security*
- Mortgage statement (UK or EEA)**
- Financial statement e.g. ISA (UK)**
- P45/P60 statement (UK and Channel Islands)**
- Council tax statement (UK and Channel Islands)**
- Work permit/Visa (UK) Valid up to expiry date.
- Letter of sponsorship from future employment provider
- EU national ID card
- Cards carrying the PASS accreditation logo (UK and Channel Islands)
- Letter from Head Teacher or College Principal (UK, only 16-19 year olds and used when all other documents have been exhausted)

If a document is denoted with:

- * it should be less than 3 months old
- ** it should be less than 12 months old

We cannot accept photocopies or items printed from the internet.

If you have any questions email community.action@dur.ac.uk or ring 01913341797.