

LIST OF ACCEPTABLE DOCUMENTS FOR A DBS APPLICATION: For Overseas Professional Verifier ID checks

PROVIDE ORIGINAL DOCUMENTS	HOW MANY DOCUMENTS DO I NEED TO PROVIDE?	WE NEED PROOF OF YOUR CURRENT (or HOME/PARENTAL) ADDRESS	BEWARE THE DATE RESTRICTIONS
<p>You must provide Original physical documents for the ID check. You cannot use photocopies, photographs, PDFs, or online printouts (e.g. internet banking statements).</p> <p>Please note that your name must be spelled correctly on all documents for them to be accepted.</p>	<ul style="list-style-type: none"> • THREE • At least one from Group 1; • TWO more documents from any of the groups • Please refer to the tables of documents following. If a document is not in these tables, it is not a DBS-approved document and we cannot accept it. 	<p>At least 1 document must evidence your current address. Please note: this address is where the DBS will send your DBS Certificate.</p> <p>You must include any term-time, temporary, or overseas addresses in your address history as the DBS application requires your full address history for the last 5 years.</p>	<p>You must adhere to the date restrictions on certain documents, as indicated in the table overleaf. Some documents can only be a certain number of months old.</p> <p>If there is no specific date restriction given, all documents must be valid and still current.</p>

- **CHANGES OF NAME**: You must declare all previous name changes as part of the DBS application and provide documentary proof to support the change of name e.g. this could be your Birth Certificate along with your Marriage Certificate, Deed Poll or Decree Absolute.
- **UNABLE TO PROVIDE SUFFICIENT DOCUMENTS?**
If you cannot provide the documentation required, we will be unable to submit the DBS application for you. Please email dbs@cumbria.ac.uk if you are struggling to find sufficient acceptable documents.

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GROUP 1	GROUP 2a	GROUP 2b – Cannot be an online printed document(s).
<ul style="list-style-type: none"> ▪ Passport (Any current and valid passport. A UK passport can be expired up to a maximum of 6 months). ▪ UK (inc. IoM & CI) Photocard Driving Licence; full or provisional/learner. ▪ UK Biometric residence permit (BRP) showing Indefinite Leave to Remain, Indefinite Leave to Enter or No Time Limit can be used up to 18 months past the expiry date of the BRP. ▪ UK (inc. CI) Adoption Certificate. ▪ e-Visa; Accessed via the 'View and Prove' service. ▪ Application Registration Card (ARC) ▪ UK (inc. IoM & CI)) Birth Certificate: issued within 12 months of date of birth. ▪ UK (inc. IoM & CI) Birth Certificate: issued more than 12 months after date of birth (this is a group 2b document but appears on the 1st ID screen within the DBS application). 	<ul style="list-style-type: none"> ▪ UK (inc. IoM & CI) Paper Driving Licence: Must be issued before March 2000 and all information, including name and address, must be up to date. ▪ Photo card Driving Licence Full or provisional. All countries outside the UK. ▪ UK (inc. CI) Marriage/Civil Partnership Certificate . ▪ UK HM Forces ID card or HM Armed Forces Veteran card. ▪ UK (inc. IoM & CI) Firearms Licence. ▪ Immigration document, visa or work permit Valid only for roles where the applicant is living and working outside of the UK. Immigration document must relate to the non-UK country in which the role is based. <p>*A non-UK driving licence is acceptable but cannot act as proof of address.</p>	<p>Correspondence/ID Cards:</p> <ul style="list-style-type: none"> • Letter of sponsorship from future employment provider (only valid for non-UK applicants residing outside the UK at time of application) • EEA National ID Card (must still be valid) • Irish Passport Card: must be valid cannot be used as well as an Irish passport • European Health Insurance Card (EHIC) or Global Health Insurance Card (GHIC) (must still be valid) • Cards with the PASS accreditation logo (UK, inc. IoM & CI) must have an <i>issue date</i>. Digital PASS cards are acceptable where they have been issued by an approved digital PASS provider and the QR code has been used to confirm details. Must still be valid. • Letter from Head Teacher/College Principal (UK: only valid for those aged 16-19 in full-time education) and only used in exceptional circumstances if other documents cannot be provided. Issued in the last month. <p>Documents issued within the last 12 months:</p> <ul style="list-style-type: none"> • UK Mortgage Statement. • UK Benefit statement (e.g. Child Benefit, Pension). • UK Annual Financial Statement (e.g. pension; endowment). • UK (inc. CI) P45/P60. • UK (inc. CI) Council Tax Statement. • UK (inc. CI) HRMC self-assessment letters or tax demand letter. • UK (inc. CI) Correspondence from central or local government; government agency or local council (DWP, Employment Service, Local Authority, including from Student Finance England, Personal Independence Payment (PIP), free school meals, universal credit, asylum support. <p>Documents issued within the 3 months:</p> <ul style="list-style-type: none"> • UK (inc. CI) Bank/Building Society statement: A print off of a bank statement that is endorsed with a stamp and signed by the bank is acceptable if you cannot have hard copy bank UK Bank/Building Society account opening confirmation letter. • UK Credit Card statement

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		<ul style="list-style-type: none">• Bank/Building Society statement - countries outside the UK; Branch must be in the country where you are currently living.• UK Utility Bill (Electric, Gas, Water).• UK Telephone Bill/Statement (Not Mobile Telephone)
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