

LIST OF ACCEPTABLE DOCUMENTS FOR A DBS APPLICATION: Post Office ID check

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.

LIST OF ACCEPTABLE DOCUMENTS FOR A DBS APPLICATION: you need three in total, to include at least 1 from Group 1. The other 2 documents can be from any of the groups.

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 (inc. CI) Adoption Certificate ▪ 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: this is the old style paper version licence 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 (excluding IoM & CI) * • UK (inc. CI) Marriage/Civil Partnership Certificate • UK HM Forces ID card or HM Armed Forces Veteran card • UK (inc. IoM & CI) Firearms Licence <p>*A non-UK driving licence is acceptable but cannot act as proof of address. Certain Driving Licences will not be accepted by the Post Office, if this occurs please contact dbs@cumbria.ac.uk</p>	<p>Correspondence/ID Cards:</p> <ul style="list-style-type: none"> ▪ 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, State Pension). ▪ UK HRMC self-assessment letters or tax demand letter. ▪ UK (inc. CI) P45/P60. ▪ UK (inc. CI) Council Tax Statement. ▪ UK Annual Financial Statement (e.g. pension; endowment). <p>Documents issued within the last 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 statements posted to you. ▪ UK Bank/Building Society account opening confirmation letter. ▪ UK Credit Card statement. ▪ UK Utility Bill (Electricity, Gas, Water). ▪ UK Telephone Bill/Statement (<u>Not</u> Mobile Telephone)