**LIST OF ACCEPTABLE DOCUMENTS FOR A DBS APPLICATION: For applicants whose nationality is British.**

These guidelines apply only to applicants who **are** **nationals of the UK,** to be compatible with UK right to work guidelines.

Please refer back to ‘[Acceptable ID Documents](https://www.cumbria.ac.uk/applicants/admissions---next-steps/dbs/providing-your-id-documents/#d.en.56705)’ on our webpage for the Irish Nationals and EU/EEA/Non-EEA versions of this document.

For Digital ID checks, please note the following important points:

|  |  |  |  |
| --- | --- | --- | --- |
| **Provide Original Photo ID Documents** | **Additional ID Requirements** | **Proof of Current UK Address** | **Guidance and Support** |
| The Digital ID check requires that you use at least **One** form of photo ID from the following:   * A UK Passport (preferred method) * A UK Driving Licence (must be a full Driving Licence, provisional licences will not be accepted). * A PASS Proof of Age Card\* * A UK Biometric Residence Permit (BRP)\* * A UK Visa/Work Permit\*     Please Note: We cannot guarantee that the Digital ID will be successful if using documents marked with an ‘\*’. | Your photo ID must:   * Be in-date and valid. * Be in your full current legal name. * Be a ‘biometric’ document – The Atlantic Data Digital ID App will need to be able to scan the chip in your ID to verify it.\*   Please Note: While you will need a laptop/computer to log into the DBS application portal, you will also need a smartphone to complete the Digital ID check.  \*You may be able to complete a Digital ID check using a non-biometric document, however you will need to supply additional ID documents (see Proof of Current UK Address). | In some cases, you may be required to provide evidence of your current UK address. You can do this using the following documents:   * A UK Council Tax Statement. * A UK Utility Bill. * A UK Bank/Building Society Statement. * A UK Mortgage Statement.   Please Note: If you are currently living in outside of the UK then you may not be able to complete a Digital ID check and may need to verify your DBS ID via a Manual ID check. | Information and support on completing the Digital ID check are available via the DBS application system when you log in.  This will be displayed within your disclosure application website portal, to view the step-by-step guide click on ‘Your Account’ button which displays your name on the right-hand side and then select ‘Information’. The guide can be found under ‘Account Information’.  If you require any assistance, please contact the DBS Team by email: [dbsapply@cumbria.ac.uk](mailto:dbsapply@cumbria.ac.uk) or by phone on: 01228 242914 or 01228 242928. |

If you are unable to, or choose not to, complete a Digital ID Check then you will need to complete a Manual ID check. See below.

For Manual ID checks, please note the following important points:

|  |  |  |  |
| --- | --- | --- | --- |
| **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** |
| You must provide **ORIGINAL** documents for verification – you cannot use photocopies; scanned copies or internet print-outs (e.g. internet banking statements; online utility bills).  Please note that your full current legal name must be spelled correctly on all documents for us to be able to use them. | * **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. | This should be the address that you wish to use on your DBS application. At least 1 document must show this.  A UK driving licence can act as proof of address, but if your driving licence is not in your *current* address, you need to provide another proof of this.  You must include term-time or temporary addresses in your address history if applicable: the DBS application requires your addresses for the last 5 years. | 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.  If there is no specific date restriction given, all documents must be valid and still current. |

* **CHANGES OF NAME**: please provide documents in your **current full legal name** only.

If you have **changed your name** since birth, do not choose your birth certificate or anything else showing a previous name. You must declare all previous name changes as part of the DBS application and provide documentary proof to support the change of name to the University of Cumbria, this should be your Birth Certificate along with your Marriage Certificate, Deed Poll or Decree Absolute.

* **NO GROUP 1 DOCUMENT?**

If you **cannot provide a document from Group 1**, you must:

* Produce 3 documents from Group 2: 1 from Group 2a

2 more from Group 2a or 2b

* Undergo *additional* ID verification via an external agency: this makes the DBS process more complex; is not often successful; and should be avoided wherever possible.
* **UNABLE TO PROVIDE SUFFICIENT DOCUMENTS?**

If you cannot provide the documentation required, we will be unable to submit a DBS check application for you. Please email [dbsapply@cumbria.ac.uk](mailto:dbsapply@cumbria.ac.uk) if you are struggling to find sufficient acceptable documents.

|  |  |  |
| --- | --- | --- |
| **GROUP 1**  **At least 1 of these is needed** | **GROUP 2a** | **GROUP 2b** |
| * Valid Passport (any nationality; must be current) * **UK** Biometric Residence Permit * **UK** (inc. IoM & CI) photo card Driving Licence; full or provisional/learner * **UK** (inc. IoM & CI, those issued by UK authorities overseas eg. embassies, High Commissions and HM Forces) Birth Certificate: issued within 12 months of date of birth * **UK** (inc. CI) Adoption Certificate | * **Photo card Driving Licence** Full or provisional. All countries outside the UK (excluding IoM & CI) * **UK** (inc. IoM & CI) paper Driving Licence: this is the old style paper version licence; issued pre-1998: *not* the paper counterpart of a photo card licence * **UK** (inc. IoM & CI) Birth Certificate: issued more than 12 months after date of birth * **UK** (inc. CI) Marriage/Civil Partnership Certificate * **UK** (inc. IoM & CI) Firearms Licence * **UK** HM Forces ID card * **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.   A non-UK driving licence is acceptable but cannot act as proof of address. | * EEA National ID Card (must still be valid) * Irish Passport Card: must be valid cannot be used as well as an Irish passport * Letter of sponsorship from future employment provider (only valid for non-UK applicants residing outside the UK at time of application) * Cards with the PASS accreditation logo (UK, inc. IoM & CI) must be valid: *some* types acceptable-must have an *issue date* * 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.   Any of the following, dated **within the last 12 months**: -   * P45/P60 (UK, inc. CI) * Council Tax Statement (UK, inc. CI) * Annual Financial Statement (UK-e.g. pension; ISA; endowment) * Mortgage Statement (UK)   Any of the following, dated **within the last 3 months**:-   * Bank/Building Society statement (UK - inc. CI) * Credit Card statement (UK) * Bank/Building Society statement (countries outside the UK; branch must be in the country where you are currently living) * Bank/Building Society account opening confirmation letter (UK) * Benefit statement (UK-e.g. Child Benefit, Pension) * Utility Bill (UK-not mobile phone bill or contract) * Correspondence from central or local government; government agency or local council, including from Student Finance England (UK, inc. CI). You can use two different types of correspondence from this category, to count as two documents.   NB. You cannot otherwise count 2 pieces of documentation of the same type, even if from different institutions (e.g. 2 bank statements). You can count a bank statement & a credit card statement as separate pieces of ID, or gas, electric, water & phone (landline) bills, as long as they are from different companies. |