

ADVICE ON PROVIDING THE CORRECT IDENTITY DOCUMENTS FOR THE DBS CHECK

- You must provide at least **three original ID documents**.
- At least **one** of the documents must be a document listed in **Group 1** below.
- At least **one** of your documents should include **photographic identity**.
- At least **one** of the documents must show your **current address** (e.g., driving licence photocard – full or provisional).
- Please be aware of the **expiry dates** that apply to some of the documents.
- If you have changed your name since birth, you will also need to provide **original documentation confirming your name change(s)** along with your three other ID documents (e.g., deed poll document, marriage certificate).
- If you are an **international applicant**, you will also need to provide **evidence of leave to enter or remain in the UK**. Please refer to pages 4 and 5 of this document for further instructions.

Please note: At the end of your DBS application, the First Advantage Online system asks you to contact a verifier from the list provided. **PLEASE IGNORE THIS INSTRUCTION**. The verifiers listed are based in our central HR department and are not involved with DBS checks for Pharmacy students. If you have any queries relating to your DBS application, please contact mpharm.placements@reading.ac.uk.

We recommend that you provide three documents from those listed in Group 1 if you can:

- Group 1: Current and valid passport
- Group 1: Current valid driving licence photocard (full or provisional) - UK, Isle of Man, and Channel Islands
- Group 1: Birth Certificate (UK, Isle of Man and Channel Islands) - issued within 12 months of birth; [Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces]
- Group 1: Biometric Residence Permit (UK)
- Group 1: Adoption certificate (UK and Channel Islands)

If you do not have three of the Group 1 documents, or if none of your Group 1 documents include your current address, we advise you to provide further documents from those listed in Group 2a or 2b:

- Group 2a: Current valid driving licence photocard (full or provisional) - All countries outside the UK (excluding Isle of Man and Channel Islands)

- Group 2a: Birth Certificate (UK, Isle of Man and Channel Islands) – (issued after the time of birth by the General Register Office/relevant authority i.e., Registrars)
- Group 2a: Marriage/Civil Partnership Certificate (UK and Channel Islands)
- Group 2a: HM Forces ID Card (UK)
- Group 2b: Mortgage Statement (UK or EEA – Non-EEA statements cannot be accepted) – **must have been issued within the last 12 months**
- Group 2b: Financial Statement ** - e.g., pension, endowment, ISA (UK), student loan confirmation – **must have been issued within the last 12 months**
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- Group 2b: P45/P60 Statement **(UK & Channel Islands) – **must have been issued within the last 12 months**
- Group 2b: Council Tax Statement (UK & Channel Islands) – **must have been issued within the last 12 months**
- Valid EEA National ID card
- Valid Irish passport card - **cannot be accepted if also providing Irish passport**
- Valid cards carrying the PASS accreditation logo (UK, Isle of Man and Channel Islands)

If you are still unable to provide a total of three documents from those listed above, you will need to provide one or more of the following documents:

Please note:

- **The documents listed below must be less than three months old at the point at which we verify your ID documents for the DBS check.**
- **Letters or utility bills printed online are not acceptable.**
- **Bank/Building Society/Credit card statements must be a version that has been sent to you in the post. The statement must contain an issue date. Additionally, the statement should list a 'Balance carried over/carried forward'. Statements printed online showing a list of transactions and dates are NOT acceptable.**
- Group 2b: Bank/Building Society Statement (UK and Channel Islands or EEA) - **only valid for 3 months**
- Group 2b: Bank/Building Society Statement (Countries outside EEA – must be in country where you live/work) – **only valid for 3 months**

- Group 2b: Bank/Building Society Account Opening Confirmation Letter (UK) – **only valid for 3 months**
- Group 2b: Credit Card Statement (UK or EEA) (Non-EEA statements cannot be accepted) - **only valid for 3 months**
- Group 2b: Utility Bill (UK) – not mobile telephone bill - **only valid for 3 months**
- Group 2b: Benefit Statement - e.g., Child Allowance, Pension (UK) - **only valid for 3 months**
- Group 2b: A document from Central/Local Government/Government Agency/Local Authority giving entitlement (UK & Channel Islands) - e.g., from the Department for Work and Pensions, the Employment Service, Customs & Revenue, Job Centre, Job Centre Plus, Social Security - **only valid for 3 months**

In addition to the three documents from the above list, you will also need to provide the following documents where relevant:

Name change documents: If you have changed your name since birth, you will also need to provide documents confirming your name change(s) with your three other ID documents (e.g., marriage certificate or divorce documents, deed poll document).

Please note: If you were adopted before the age of 10, you do not need to enter your surname at birth on your DBS application. You should enter your adoptive name in this field.

Letter of good conduct (overseas criminal record check): If you have lived outside the UK for 6 months or more in the last 5 years (including any period of 6 months or more spent outside the UK whether for paid work, voluntary work, or study), you must also provide a letter of good conduct (overseas criminal record check) from the appropriate country or countries.

International offer holders:

If you are an international applicant who requires a visa to enter the UK, you will need to provide **one Primary Group document** which shows that you have leave to enter or remain in the UK and **two other documents** from the Group 1, 2a, or 2b lists given above.

The acceptable **Primary Group documents** are as follows:

- **Biometric Immigration status document - Indefinite UK stay** - Issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- **Passport - Endorsed exempt from immigration control** - A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- **Immigration Status Document - Indefinite UK stay** - A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
- **Passport - Endorsed allowed to stay in UK** - A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question, or a current passport or passport card showing that the holder is a national of the Republic of Ireland.
- **Biometric Immigration status document - Current UK Stay** - Issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.
- **Immigration Status Document containing Photograph - Current UK Stay** - Issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.
- **Application registration card**
- **Positive verification notice** - Issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.
- **Home Office Document - Permitted to stay in UK Indefinitely** - A current document issued by the Home Office to a family member of an EEA or Swiss citizen, and which indicates that the holder is permitted to stay in the United Kingdom indefinitely.
- **Online Evidence of Immigration status** - Either via the View and Prove service or using the BRP or BRC online service. Issued by the Home Office to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question. Must be valid. Note: this includes the EUSS digital status confirmation.

- **Home Office Document - Permitted to stay in UK Limited Time Period** - A current document issued by the Home Office to a family member of an EEA or Swiss citizen, and which indicates that the holder is permitted to stay in the United Kingdom for a time limited period and to do the type of work in question.
- **Frontier Work Permit** - A frontier worker permit issued under regulation 8 of the Citizens' Rights (Frontier Workers) (EU Exit) Regulations 2020.
- **Home Office Document - application for leave to enter or remain** - A document issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules on or before 30 June 2021 together with a Positive Verification Notice from the Home Office Employer Checking Service.
- **Passport/Card - Republic Ireland** - A current passport or passport card showing that the holder is a national of the Republic of Ireland.

Questions?

Please contact mpharm.placements@reading.ac.uk if you need any advice relating to your DBS application or ID document verification.