

ADVICE ON PROVIDING THE CORRECT IDENTITY DOCUMENTS FOR THE DBS CHECK

- You must provide at least **3 ID documents** in total.
- Ideally one of your documents should include **photographic identity**
- All documents must be in your current name (i.e. the name that you enter on the DBS application)
- At least one of the documents **must show the address you have given as your current address** on your DBS application (e.g your driving licence – full or provisional)
- Please be aware of the expiry dates that apply to some of the documents
- You will also need to provide evidence of any name changes (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 see further instructions at the end of this document.
- **At the end of your DBS application, the First Advantage Online system asks you to contact a verifier from a list provided. PLEASE IGNORE THIS INSTRUCTION.** Please only contact admissionssupport@reading.ac.uk with queries related to your DBS application as the HR staff named on the list are not involved with DBS checks for potential students/trainees.

We recommend that you provide three documents from those listed as Group 1 if you can and one should include a photograph:

- Group 1: Current and valid Passport.
- Group 1: Current **valid** Driving Licence photocard – full or provisional (UK, Isle of Man, Channel Islands and EEA).
- 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 the documents include your current address we advise you to provide further documents listed as Group 2a or 2b:

- Group 2a: Current **valid** driving licence photocard (full or provisional) (All countries outside the EEA 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**
- 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 3 documents from those listed above you will need to provide one or more of the following documents - but please note:

- The documents listed below must be **less than 3 months old** at the point at which we verify your DBS documents so should not be dated earlier than 1st April 2022.
- Letters or utility bills printed **online are not acceptable**.
- **Bank/Building Society/credit card statements** must be a version that has been posted to you and include an 'issue date' for the statement at the top and a 'Balance carried over/carried forward' at the end of the statement. 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 changes with your other three forms of ID (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 police certificate: If you have been out of the UK for more than 6 months in the last 5 years (including period spent abroad as part of a university degree programme) you must also provide evidence of good conduct from the appropriate country or countries.

International offer holders:

If you are not currently resident in the UK and have never lived in the UK you will probably need to wait until the start of the course before you can apply for your DBS check. Please read our 'Guidance for International Offer Holders' available at <http://www.reading.ac.uk/admissions/ad-DBSdetails.aspx>

If you are an international applicant who requires a visa to enter the UK and you are already living in the UK you will need to provide one **Primary document** that shows that you have leave to enter or remain in the UK and **2 other documents** from those listed in Group 1 or 2 at the beginning of this document.

The acceptable **primary** documents are as follows:

- Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A current Biometric Immigration Document (Biometric Residence Permit) 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.
- 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.
- 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.
- 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.
- A current Biometric Immigration Document (Biometric Residence Permit) 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.
- A current Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence.

Questions?

Please contact admissionssupport@reading.ac.uk if you need any advice concerning your DBS application or ID document verification.