

# **ADVICE ON PROVIDING THE CORRECT IDENTITY DOCUMENTS FOR THE DBS CHECK**

- You will need to provide a minimum of three original ID documents for the DBS check:
  - All three documents must be in your current name
  - At least one ID document must be from Group 1 (list of Group 1 documents provided below)
  - At least one ID document should include photographic identity
  - At least one ID document must show your current address
  
- If you have previously been known by any other name(s), you will need to provide original documentation confirming your name change(s) along with your three other ID documents (if you were adopted before the age of 10, you do not need to enter your surname at birth on your DBS application and you will therefore not need to provide documentation confirming this change of name)
  
- If you are a non-UK national, you will need to provide at least one Primary Group document, which shows that you have leave to enter or remain in the UK. Acceptable Primary Group documents include a valid biometric residence permit, or online immigration status along with a share code. You will also need to provide at least two more documents from Group 1, 2a, or 2b (list of Group 1, 2a, and 2b documents provided below)

## **Please note:**

- According to the DBS ID checking guidelines, we cannot accept documentation printed directly from the internet e.g., internet bank statements. If providing a bank statement please provide the pdf letter version that you receive in the post that shows your name and address.
- Please be aware of the expiry dates that apply to some of the documents. We recommend that you bring acceptable ID documents to your interview which will still be valid and in date by September 2024, where possible.
- We have been advised by the DBS that any applications received containing incorrect data in the National Insurance, DVLA or Passport number fields may lead to applications being withdrawn by the DBS. Please make sure you complete this information carefully as fees are non-refundable for applications that are withdrawn by the DBS.

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

## **Group 1 documents**

- Current valid passport
  
- Current valid driving licence photocard - full or provisional (UK, Isle of Man, and Channel Islands)
  
- Birth certificate - issued within 12 months of birth (UK, Isle of Man, and Channel Islands) (full or short form acceptable, including those issued by UK authorities overseas, such as embassies, High Commissions and HM Forces)
  
- Biometric residence permit (UK)
  
- Adoption certificate (UK and Channel Islands)

**If you do not have three 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 documents**

- Current valid driving licence photocard - full or provisional (All countries outside the UK, excluding Isle of Man and Channel Islands)
- Birth certificate – issued after time of birth (UK, Isle of Man, and Channel Islands)
- Marriage/civil partnership certificate (UK and Channel Islands)
- HM Forces ID Card (UK)

### **Group 2b documents**

- Mortgage statement (UK) – **only valid for 12 months from the date of issue.**
- Financial statement (UK) - e.g., pension, endowment, ISA, student loan confirmation – **only valid for 12 months from the date of issue.**
- P45/P60 statement (UK and Channel Islands) – **only valid for 12 months from the date of issue.**
- Council Tax statement (UK and Channel Islands) – **only valid for 12 months from the date of issue.**
- 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).
- Bank/building society statement (UK and Channel Islands) - **only valid for 3 months from the date of issue.**
- Bank/building society statement (Countries outside the UK – branch must be in the country where you live/work) – **only valid for 3 months from the date of issue.**
- Bank/building society account opening confirmation letter (UK) – **only valid for 3 months from the date of issue.**
- Credit card statement (UK) - **only valid for 3 months from the date of issue.**
- Utility Bill (UK) – not mobile telephone bill - **only valid for 3 months from the date of issue.**
- Benefit statement (UK) - e.g., Child Benefit, pension (UK) - **only valid for 3 months from the date of issue.**
- A document from central or local government agency, or a local council document giving entitlement (UK and Channel Islands) - e.g., from the Department for Work and Pensions, the Employment Service, HMRC - **only valid for 3 months from the date of issue.**

### **Questions?**

If you have any questions about providing the correct identity documents for the DBS check, please contact [admissionssupport@reading.ac.uk](mailto:admissionssupport@reading.ac.uk)