

## SGS College DBS Checklist

The documents needed will depend on the route the application takes. The applicant must try to provide documents from Route 1 first.

### **Route 1**

**The applicant must be able to show:**

One document from Group 1, below 2 further documents from either Group 1, or Group 2a or 2b, below At least one of the documents must show the applicant's current address.

### **Route 2**

**If the applicant doesn't have any of the documents in Group 1, then they must be able to show:**

One document from Group 2a 2 further documents from either Group 2a or 2b At least one of the documents must show the applicant's current address. The organisation conducting their ID check must then also use an appropriate external ID validation service to check the application.

### **Route 3**

***Route 3 can only be used if it's impossible to process the application through Routes 1 or 2.***

**For Route 3, the applicant must be able to show:**

A birth certificate issued after the time of birth (UK and Channel Islands) one document from Group 2a 3 further documents from Group 2a or 2b At least one of the documents must show the applicant's current address. If the applicant can't provide these documents they may need to be fingerprinted.

### **Continuation sheets**

The applicant can download a DBS [continuation sheet](#) for additional information they can't fit on the DBS application form.

### **Unusual addresses**

The applicant must make sure they fill in the address part of the form correctly if they have an [unusual address](#), for example if they live abroad, in student accommodation or a hostel.

## **LIST OF DOCUMENT GROUPS**

### **Group 1: Primary identity documents**

<b>Document</b>	<b>Notes</b>
Passport	Any current and valid passport
Biometric residence permit	UK
Current driving licence photocard - (full or provisional)	UK, Isle of Man, Channel Islands and EU

Document	Notes
Birth certificate - issued within 12 months of birth	UK, Isle of Man and Channel Islands - including those issued by UK authorities overseas, for example embassies, High Commissions and HM Forces
Adoption certificate	UK and Channel Islands

**Group 2a: Trusted government documents**

Document	Notes
Current driving licence photocard - (full or provisional)	All countries outside the EU (excluding Isle of Man and Channel Islands)
Current driving licence (full or provisional) - paper version (if issued before 1998)	UK, Isle of Man, Channel Islands and EU
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
Firearms licence	UK, Channel Islands and Isle of Man

**All driving licences must be valid.**

**Group 2b: Financial and social history documents**

Document	Notes	Issue date and validity
Mortgage statement	UK or EEA	Issued in last 12 months
Bank or building society statement	UK and Channel Islands or EEA	Issued in last 3 months
Bank or building society account opening confirmation letter	UK	Issued in last 3 months
Credit card statement	UK or EEA	Issued in last 3 months

Document	Notes	Issue date and validity
Financial statement, for example pension or endowment	UK	Issued in last 12 months
P45 or P60 statement	UK and Channel Islands	Issued in last 12 months
Council Tax statement	UK and Channel Islands	Issued in last 12 months
Work permit or visa	UK	Valid up to expiry date
Letter of sponsorship from future employment provider	Non-UK or non-EEA only - valid only for applicants residing outside of the UK at time of application	Must still be valid
Utility bill	UK - not mobile telephone bill	Issued in last 3 months
Benefit statement, for example Child Benefit, Pension	UK	Issued in last 3 months
Central or local government, government agency, or local council document giving entitlement, for example from the Department for Work and Pensions, the Employment Service, HMRC	UK and Channel Islands	Issued in last 3 months
EU National ID card	-	Must still be valid
Cards carrying the PASS accreditation logo	UK, Isle of Man and Channel Islands	Must still be valid
Letter from head teacher or college principal	UK - for 16 to 19 year olds in full time education - only used in exceptional circumstances if other documents cannot be provided	