

DBS Check

Can you provide one document from Group 1?
If YES please follow Route 1.

If you are unable to follow Route 1, please refer to Route 2.
If you are unable to follow route 2, please refer to Route 3.

ROUTE 1

One document from Group 1 + Two further documents from Group 1, 2A or 2B
One document must confirm your current address and be dated less than 3 months old
Example: Passport + Bank Statement* + Birth Certificate

ROUTE 2

One document from Group 2A + Two further documents from Group 2A or 2B
One document must confirm your current address and be dated less than 3 months old
Example: Birth Certificate + Driving Licence + Bank Statement*
Once you have provided the correct documentation for Route 2, your application will require an External Validation check

ROUTE 3

Certified UK Birth Certificate + One further document from Group 2A + Three further documents from Group 2A or 2B
One document must confirm your current address and be dated less than 3 months old
Example: Certified UK Birth Certificate + Driving Licence + P45* + Bank Statement* + Benefit Statement*
If you are unable to complete Route 1, 2 or 3 you will then be required to go for finger print testing

Non-UK and Non-EEA Nationals

If you are a Non-UK or Non-EEA national you will need to provide the following documents in order to complete your DBS check:

Current Passport + Biometric Residence Permit or work Permit / Visa (UK) + One further document from Group 2A or 2B which verifies your current address

Confirming your Identity

You will need to provide original documentation (no photocopies)

* Document must be less than 3 Months Old
** Document must be less than 12 Months Old
Not denoted - can be more than 12 Months Old

Group 1	Group 2A	Group 2B
<p>Current (in date) valid Passport (UK or EEA or Non-EEA)</p> <p>Biometric Residence Permit (UK)</p> <p>Current Driving Licence (UK and Channel Islands) You must provide both photo card and counterpart documentation. (Except Jersey).</p> <p>Original Birth Certificate issued within 6 weeks of Date of Birth (UK and Channel Islands) Full or short form is acceptable including those issued by UK Authorities Overseas, such as Embassies, High Commissions and HM Forces</p>	<p>Current (in date) valid Passport (UK, EEA or Non-EEA)</p> <p>Current Full or Provisional UK driving Licence (Photocard or old style paper version)</p> <p>Biometric Residence Permit (UK)</p> <p>Birth Certificate issued within 6 weeks of Date of Birth (UK and Channel Islands)</p> <p>Certified Copy of Birth Certificate (UK and Channel Islands issued after 12 months of Date of Birth)</p> <p>Marriage / Civil Partnership Certificate (UK)</p> <p>Adoption Certificate (UK)</p> <p>HM Forces ID Card (UK)</p> <p>Firearms Licence (UK)</p>	<p>Mortgage Statement (UK / EEA)**</p> <p>Bank/Building Society Statement (UK) *</p> <p>Bank/Building Society account opening confirmation letter (UK)</p> <p>Credit Card Statement (UK) *</p> <p>Financial Statement example Pension, Endowment, ISA (UK) **</p> <p>P45 / P60 Statement (UK and Channel Islands) **</p> <p>Work Permit / Visa (UK) (UK Residence Permit) **</p> <p>Letter of Sponsorship from future employer (Non EU / EEA only)</p> <p>Council Tax Statement (UK and Channel Islands) **</p> <p>Utility Bill (UK) * Not Mobile telephone bill</p> <p>Benefit Statement * (eg Child Allowance / Pension)</p> <p>A document from Central / Local Government / Government Agency / Local Authority giving entitlement (UK & Channel Islands) * Eg. From the Department for Work and Pensions, Employment Service, Customs and Revenue, Job Centre, Job Centre Plus, Social Security, Council tax bill (18+), Tax credit letter containing students name</p> <p>EU National ID Card</p> <p>Cards carrying the PASS Logo (The national proof of age Standards Scheme logo) (UK)</p> <p>Letter from Head Teacher/College Principal confirming your identity A letter from The Manchester College can be used if the student has been with the college for one year or more.</p>