

## NorseCare DBS Information

Group	DBS Verification Documents
<b>1</b>	<ul style="list-style-type: none"> <li>➤ Current Valid Passport – Any country*</li> <li>➤ Biometric Residence Permit – UK* <i>This is required for those who are from outside of the EU. Refer to Legal Working Policy</i></li> <li>➤ Current UK Driving Licence Photo Card <i>Full or provisional. All licences must be valid in line with current DVLA requirements</i></li> <li>➤ Current EU Driving License Photo Card – with Counterpart where issued <i>Full or provisional. (Please note some European countries do not issue counterpart) All licences must be valid in line with current DVLA requirements</i></li> <li>➤ Original Birth Certificate – Issued within 12 months of birth* <i>UK and Channel Islands - including those issued by UK authorities overseas, e.g. embassies, High Commissions and HM Forces</i></li> <li>➤ Adoption Certificate - UK and Channel Islands</li> </ul>
<b>2a</b>	<ul style="list-style-type: none"> <li>➤ Birth Certificate – Issued after 12 months of date of birth* <i>UK and Channel Islands - including those issued by UK authorities overseas, e.g. embassies, High Commissions and HM Forces</i></li> <li>➤ Current UK, Channel Isles or Isle of Man Driving License - Paper Version <i>Full or provisional. All licences must be valid in line with current DVLA requirements</i></li> <li>➤ Marriage/Civil Partnership Certificate <i>(UK, Channel Isles or Isle of Man) accompanied by associated counterpart licence</i></li> <li>➤ Current Non-UK Driving Licence – Photo Card (where counterpart issued but no counterpart is presented) <i>Full or provisional. All licences must be valid in line with current DVLA requirements.</i></li> <li>➤ Current EU Driving Licence – Paper version (non-photo, old style driving licence) <i>Full or provisional. All licences must be valid in line with current DVLA requirements</i></li> <li>➤ HM Forces ID Card (UK)</li> <li>➤ Valid Firearms Licence (UK and Channel Islands or Isle of Man)</li> </ul>
<b>2b – Issued within the last 3 months</b>	<ul style="list-style-type: none"> <li>➤ Bank/Building Society Statement - UK, Channel Islands or EEA</li> <li>➤ Bank/Building Society Opening Confirmation Letter - UK or EEA</li> <li>➤ Credit Card Statement - UK or EEA</li> <li>➤ Utility Bill – UK <i>Electricity, gas, water, telephone. Not mobile phone bill</i></li> <li>➤ Benefit Statement - UK <i>e.g. child allowance, pension</i></li> <li>➤ Document from Government Agency/Local Authority giving entitlement – UK and Channel Islands <i>e.g. from Dept of Work and Pensions, Customs &amp; Revenue, Job Centre</i></li> </ul>
<b>2b – Issued within the last 12 months</b>	<ul style="list-style-type: none"> <li>➤ Mortgage Statement – UK or EEA</li> <li>➤ Financial Statement – UK <i>e.g. pension, endowment</i></li> <li>➤ P45/P60 – UK and Channel Islands*</li> <li>➤ Council Tax Statement – UK and Channel Islands*</li> </ul>
<b>2b – Issued at any time</b>	<ul style="list-style-type: none"> <li>➤ EU National Identity Card <i>Must have date of issue on</i></li> <li>➤ Work Permit/Visa – UK*</li> <li>➤ Card carrying Pass Logo – UK and Channel Islands</li> <li>➤ Letter of Sponsorship from Future Employer Provider – Non UK/Non-EEA only <i>For applicants residing out of the UK at the time of application</i></li> <li>➤ Letter from Head Teacher or College Principle – UK <i>For 16-19 year olds in full time education. Only used in exceptional circumstances if other documents cannot be provided</i></li> </ul>

**At least one document must confirm an applicant's current address**

\* Legal working documents – see legal working policy