



Please note you have to provide original documents listed in Group 1 and Group 2 below, where our staff will take copies and give the original back to you.

If you provide **ONE** document from Group 1 list , then you need to provide **Two** more from Group 2 list.

If you provide **TWO** document from Group 1 list, you need to provide **ONE** more from Group 2 list.

For those who do not have any from Group 1 list, they need to provide any **5 documents** from Group 2 list. Utility Bills will require **NOT** being more than 3 months old.

GROUP 1

Valid passport
UK Driving License
Original UK Birth Certificate
Valid Identity Card (EU Countries)

GROUP 2

Marriage Certificate
Non Uk Birth Certificate
P45/ P60
Bank Statement
Any Utility Bill
Valid TV License
Credit Statement
Store Care Statement



Valid Insurance Certificate
Correspondence/ Document from Benefit Agency, Local Authority, Inland Revenue
Financial Statement eg. Pension, Endowment
Valid Vehicle Registration Document
Mail Order Catalog Statement
Court Summons
Valid NHS Card
Addressed Payslip
National Insurance
Exam Certificate
Child Benefit Book
Connexions Card
Certificate Of British Nationality
Work Permit

PLEASE NOTE

You will also have to pay a fee of £52.98 for DBS . Once the application form is sent to the CRB department, it normally takes between 1-2 weeks to process and the certificate will be sent directly to you.