

Disclosure and Barring Service (DBS) Checks Requirements

Please note that you have to provide original documents listed in group 1 and 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 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.

Group 1: Primary identity documents		Notes
Passport	Any current and valid passport	
Biometric residence permit	UK (Valid & Current)	
Current driving licence photocard - (full or provisional)	UK, Isle of Man, Channel Islands and EEA. From 8 June 2015, the paper counterpart to the photocard driving licence will not be valid and will no longer be issued by DVLA	
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		Notes
Current driving licence photocard - (full or provisional)	All countries outside the EEA (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 EEA	
Birth certificate - issued after time of birth	UK, Isle of Man and Channel Islands	
Marriage/civil partnership certificate	UK and Channel Islands	
Immigration document, visa or work permit	Issued by a country outside the EEA. Valid only for roles whereby the applicant is living and working outside of the UK. Visa/permit must relate to the non EEA country in which the role is based	
HM Forces ID card	UK	
Firearms licence	UK, Channel Islands and Isle of Man	
Group 2b: Financial and social history documents		Notes
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 statement	Countries outside the EEA	Issued in last 3 months - branch must be in the country where the applicant lives and works
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
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
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
EEA 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	Must still be valid

You will also have to pay a fee of £62.00 for DBS. Once the application form is sent to the DBS department, it normally takes between 4-6 weeks to process and the certificate will be sent directly to you. However we require you to show us the certificate when you receive it.

The DBS fee can be paid on your behalf by the company and will be deducted from your salary over two months at the least if still working with us otherwise will still be paid back by you.

I agree that £62.00 DBS fee should be taken out of my wages over two months if working with BEST OPTIONS AGENCY LIMITED or will still pay back if not within two months of starting with BEST OPTIONS AGENCY LIMITED.

NAME:

SIGNATURE: