



## Guidance on obtaining documents for a DBS check

This FAQ is intended to provide guidance to current students on how to obtain the documents required as part of their DBS check. Three documents are required to complete the check and one document must show the current address provided on the application form. The full list of ID documents can be found on [gov.uk](https://www.gov.uk).

### **Which documents are most used to complete a DBS check?**

Some of the documents which students most frequently use are:

- Passport
- BRP card
- Current UK driving licence (full or provisional)
- Bank statement with current address - issued in the last 3 months
- Bank account opening letter with current address - issued in the last 3 months
- Letter from Student Finance outlining the amount of money the applicant will receive - sent to current address in the last 12 months

### **Does the DBS accept online print outs (e.g. bank statements, bills)?**

The DBS does not consider documents which have been printed out from online as acceptable. UCL is only able to accept documents which arrived by post.

However, for bank statements, it is possible to accept one that has been printed at the bank branch and preferably is stamped by the bank. You can also request a statement to be posted to your address by your bank. Most banks have this option in the account settings or paperless settings.

### **My bank is online only, how can I obtain a printed/posted statement?**

Most online banks will post you a statement if you request this. For example, "Monzo" has [the option for you to request a statement](#) to be posted to your address.

### **Are there certain banks which are easier for international students to register with?**

[A guide to banks in the UK](#) provides guidance on how to open a UK bank account. UCL does not have a recommended bank for international students.

### **How can I obtain an NHS letter? (Not a letter from the GP but from the NHS)**

It is not possible to request a letter from the NHS for the purposes of a DBS application so if you do not already have an NHS letter, we would recommend you use a bank statement or opening letter instead. A letter from your GP is not the same as a letter from the NHS. Letters from the NHS will always be printed on NHS paper and show their logo.



If you have received a letter from the NHS to your current address in the last 3 months, then it is possible to use this for a DBS application. Letters from the NHS are considered as a central or local government, government agency document.

International students who register with the NHS upon arrival normally receive a letter from the NHS following registration. This letter could be used for your DBS application as long as it is within 3 months.

**Can I use an electronic P45 slip for my DBS application?**

No, the DBS currently does not accept documents which are only available electronically.

**Can I use my letter from Student Finance which shows details of the amounts I will receive?**

Yes, a letter from Student Finance which shows the amounts you will receive counts as a Financial Statement. This document is valid if it has been issued in the last 12 months to your current address.

**What happens if I can't provide all the documents for my DBS ID verification?**

For guidance on what to do if you cannot complete your DBS check and how it will affect your studies, please contact your department. Without all of the documents required, you may not be able to complete your DBS check. Please contact your department for more information on what to do if you cannot complete the DBS check.

**I am an international student, yet to have a UK bank account, can I use a letter from a non-UK bank to support my application?**

A bank statement must include your current UK address in order to be accepted for a DBS check.

**Why can't I use a UCL (University College London) issued letter to support my application?**

A letter issued by UCL is not listed on the government approved documents which means it cannot be accepted by the DBS service. All 3 documents must be listed on the ID checking guidelines to be accepted.