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Proof of Address

Annie Titiloye - 2025-02-03 - Comments (0) - Xavier - Employee screening portal

The following list shows the types of proof of address documents that are accepted under the DBS Guidelines.

Mortgage statement - issued in the last $12\ months$

Bank statement - issued in the last 3 months

Bank account opening letter - issued in the last 3 months

Credit card statement - issued in the last 3 months

P45/P60 - issued in the last 12 months

Council Tax Statement - issued in the last 12 months

Utility Bill (gas, water, electricity, broadband - NO MOBILE PHONE) - issued in the last 3 months

Central or Local Government, Government Agency, or Local Council document giving entitlement - Issued in the last 3 months

Benefit Statement - issued in the last 3 months

Current Driving License photo card - UK/Isle of Man/Channel Islands/EEA

Please ensure that the document conforms to the following:

- 1. It is important to note that the time periods requested are followed.
- 2. The issue dates must be present in all statement bills and letters.
- 3. The registered name must show the complete first name and last name, or the first initial and last name.
- 4. The address on the document must match the declared current address on the screening form.

If a driving license is chosen as a proof of address document, this cannot also be used as a proof of identity document.

Failing to upload the documents as instructed will result in the screening form being returned and delaying the initiation of the checks.

- Tags
- DBS

• <u>SCREENINGS</u>