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

- SCREENINGS