

ID DOCUMENTS FOR DBS CHECKS

Interested in signing up as a Chapter One online reading volunteer?
Fantastic! **Please be aware of some important safeguarding information:**

- All Chapter One volunteers require an enhanced government Disclosure and Barring Service (DBS) check before they can be matched with a pupil; this is a legal requirement for volunteering with children in schools.
- If you have volunteered with Chapter One before, your DBS certificate lasts two years.
- If you have a previously issued DBS certificate from another organisation, you must be subscribed to the Government DBS Update Service for Chapter One to accept it. If you are subscribed, please get in touch with us at uksupport@chapterone.org for next steps.



Accepted documents for DBS checks

YOU MUST PROVIDE AT LEAST **1 PRIMARY DOCUMENT (*)** AND **ANY OTHER 2** DOCUMENTS FROM THE FOLLOWING:

Please note - this list is not exhaustive and a full list of accepted documents can be found [here](#)
All documents listing an address must match your current address and name.

| Document | Criteria |
|---|---|
| * Passport (required for Digi ID) | Valid (in date) & must display current name. If passport displays maiden name, we can only accept it alongside a UK marriage certificate. |
| * Driving license | Valid (in date) & must display current name and address |
| * UK adoption or birth certificate | Issued within 12 months of birth |
| * eVisa | Formerly Biometric Residence Permit. UK issued. |
| UK birth certificate | Issued 12 months after birth |
| Marriage certificate | UK issued |
| Utility bill (not a phone bill) | Issued within the last 3 months Must display current name and address |
| Council tax bill | Issued within the last 12 months Must display current name and address |
| Bank or building society statement | Issued within the last 3 months Must display current name and address |
| Mortgage or financial statements (HMRC) (e.g. pension statement, endowment) | Issued within the last 12 months Must display current name and address |
| P45/P60 | Issued within the last 12 months Must display current name and address |
| Benefit statement | Issued within the last 3 months Must display current name and address |



Unaccepted documents for DBS checks

Sorry, but we can't use a:

| | |
|--------------------|--|
| Tenancy agreement | Tax code letter |
| Receipt or invoice | Promotional letters from bank/building society |
| Job offer letter | Letters from NHS or dentist |