

# 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](mailto: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 Digital ID)	Valid (in date) & must display current name. If passport displays maiden name, we can only accept it alongside a UK marriage certificate.
* Driving licence	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