

Registration Check List

- ☐ **Registration Application Form** - please ensure you complete the form in full and provide us with reference details of your most recent employer and character reference details of a non-family member
- ☐ **Original Training Certificates** (Moving & Handling, First Aid, Safeguarding, Medication)
- ☐ **DBS certificate** (if you are on the update service)
- ☐ **Completed DBS form** (if you are NOT on the update service)

If you do not have a DBS on the update service, we can help you get one. Please send and bring ID for this as follows:

- ☐ **New DBS Application ID** – to speed up your Registration to potentially get you into work quicker, please send your original ID documents by recorded delivery in the post along with your completed DBS Form before you come here to attend the Registration Day. We will then apply for your DBS and return your ID documents by recorded delivery (please see the ID checklist below)

IF YOU RESIDE / LIVE IN THE UK (have a UK address)

You MUST provide at least 1 of the following: (please tick)

Passport

Driving Licence

Residence Permit

You MUST provide at least 2 of the following that show your name & address: (please tick)

Bank statement
(dated within last 3 months)

Credit Card statement
(dated within last 3 months)

Utility Bill
(dated within last 3 months)

- ☐ You must bring with you 3 original pieces of ID, see the ID checklist here below:

IF YOU DO NOT RESIDE / LIVE IN THE UK

You MUST provide the following: (please tick)

Passport

You MUST provide at least 2 of the following that show your name & address: (please tick)

Driving Licence

EU Identification Card

Bank statement
(dated within last 3 months)

Credit Card statement
(dated within last 3 months)

Certified & Translated Police Check from your country of residence (if you do not reside in the UK)

- ☐ **Work Permit/Visa** – Please provide if applicable
- ☐ **National Insurance Number** – If you have one, please bring your National Insurance Card or a letter showing this number. If you do not have these documents, we are happy to help you apply for them.
- ☐ **UTR* proof** - If you have one, please bring a letter showing this number. If you do not have these documents, we are happy to help you apply for them (*Tax self-assessment code – Unique Tax Reference)

Please make sure when you attend the Registration Day you bring the originals of all of these documents above –
thank you