# Common Mistakes

* If you have **made a mistake** before submitting for the ID check stage you might be able to login and adjust the record yourself. If the application is at the Post Office ID check stage you must let us know, so that we can cancel the application and send another link to start afresh.
* Applicants might find their **Post Office** **can’t read the bar code**. A good quality print out is better than showing the document on a phone.
* A likely error with **Birth Certificates** is that copies issued more than 12 months after a birth are Group 2A docs and not Group 1.
* A likely error with **Driving Licences** is that the online application asks for "Valid from" (section 10), not "Date of issue" (section 4.a).
* UK is not allowed. Always use United Kingdom
* The driving licence number fills all the boxes, and you should include provisional license details
* Make sure you have included at least **5 years address history** with **no gaps.** Overlaps are allowed, for example, you might have lived between the homes of estranged parents, or in term-time only student accommodation.
* Don’t forget to complete and return your completed **Declaration of Criminal Convictions and the signed DBS Privacy Declaration**.

Need help? Email ssshlplacements@tees.ac.uk