

### List of Valid Identity Documents for DBS

When applying for a Disclosure and barring (DBS background check you will be asked to produce certain **original** documents so that your identity can be verified. The following checklist may help you gather your documents.

#### Can you produce a Group 1 document?

##### If yes, then you must produce 3 documents:

- 1 document from Group 1 **and**
- 2 further documents from Group 1, 2a or 2b; one of which must verify your current address.

##### If no, then you must produce:

- 3 documents from Group 2 comprising of;
  - 1 document from Group 2a; **and**
  - 2 further documents from Group 2a or 2b; one of which must verify your current address.

##### In exceptional circumstances if neither of the above options can be met then you must produce

- Birth certificate (UK and Channel Islands) – (issued after the time of birth by the General Register Office/relevant authority i.e. Registrars – Photocopies are not acceptable) **and**
- 4 further documents from Group 2 comprising of:
  - 1 document from Group 2a; **and**
  - 3 further documents from Group 2a or 2b; one of which must verify your current address.

#### Group 1 – Primary Trusted Identity Credentials

- Any current valid Passport
- Biometric Residence Permit (UK)
- Current Driving Licence Photo card (Full or provisional) UK, Isle of Man, Channel Islands & EU
- Birth Certificate (UK and Channel Islands) – **issued within 12 months of birth;** 
  - Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces (Photocopies are not acceptable).
- Adoption Certificate (UK & Channel Islands)

#### Group 2a – Trusted Government/State Issued Documents

- Current Photo card Driving Licence (Full or provisional) (all countries outside of EU)
- Current Paper Driving Licence (Full or provisional) if issued before 1998 UK, Isle of Man, Channel Islands and EU
- Birth Certificate (UK Isle of Man and Channel Islands) - **issued after the time of birth**
- Marriage/Civil Partnership Certificate (UK and Channel Islands)
- HM Forces ID Card (UK)
- Fire Arms Licence (UK, Isle of Man and Channel Islands)

**Please Turn Over**

**Group 2b – Financial/Social History Documents**

- Mortgage Statement (UK or EEA) (issued in the last 12 month)
- Bank/Building Society Statement (UK or EEA) (issued in the last 3 month)
- Bank/Building Society Account Opening Confirmation Letter (UK) (issued in the last 3 month)
- Credit Card Statement (UK or EEA)(issued in the last 3 month)
- Financial Statement - e.g. pension, endowment, ISA (UK) (Issued in the last 12 month)
- P45/P60 Statement (UK & Channel Islands) (issued in the last 12 month)
- Council Tax Statement (UK & Channel Islands) (issued in the last 12 month)
- Work Permit/Visa (UK) (UK Residence Permit) (valid up to expiry date)
- Letter of Sponsorship from future employment provider (must still be valid)  
(Non-UK/Non-EEA only – valid only for applicants residing outside of the  
UK at time of application)
- Utility Bill (UK) – Not Mobile Telephone (issued in the last 3 month)
- Benefit Statement- e.g. Child Allowance, Pension (issued in the last 3 month)
- A document from Central/ Local Government/ Government Agency/  
Local Authority giving entitlement (UK & Channel Islands) - e.g. from the  
Department for Work and Pensions, the Employment Service, Customs &  
Revenue, Job Centre, Job Centre Plus, Social Security (issued in the last 3 month)
- EU National ID Card (must still be valid)
- Cards carrying the PASS accreditation logo (UK and Channel Islands) (must still be valid)
- Letter from Head Teacher or College Principal (16/17 year olds in full  
time education - only used in exceptional circumstances when all other  
documents have been exhausted)