ROCHDALE BOROUGH COUNCIL

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;
  - 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 EEA) ☐
- Current Paper Driving Licence (Full or provisional) if issued before 1998 UK, Isle of Man, Channel Islands and EEA ☐
- Birth Certificate (UK, Isle of Man and Channel Islands) **- issued after the time of birth** ☐
- Marriage/Civil Partnership Certificate (UK and Channel Islands) ☐
- Immigration document, visa or work permit issued by a country outside the EEA (valid only for roles whereby the applicant is living and working outside of the UK. Visa/permit must relate to the non-EEA country in which the role is based) ☐
- HM Forces ID Card (UK) ☐
- Fire Arms Licence (UK, Isle of Man and Channel Islands) ☐

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Group 2b – Financial/Social History Documents

- Mortgage Statement (UK or EEA) (issued in the last 12 months) ☐
- Bank/Building Society Statement (UK or EEA) (issued in the last 3 months) ☐
- Bank/Building Society Statement (outside EEA) (issued in the last 3 months) ☐
- Bank/Building Society Account Opening Confirmation Letter (UK) (issued in the last 3 months) ☐
- Credit Card Statement (UK or EEA) (issued in the last 3 months) ☐
- Financial Statement - e.g. pension, endowment, ISA (UK) (Issued in the last 12 months) ☐
- P45/P60 Statement (UK & Channel Islands) (issued in the last 12 months) ☐
- Council Tax Statement (UK & Channel Islands) (issued in the last 12 months) ☐
- 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 months) ☐
- Benefit Statement- e.g. Child Allowance, Pension (issued in the last 3 months) ☐
- 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 months)
- EEA 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 (16-19 year-olds in full ☐
  time education - only used in exceptional circumstances when all other documents have been exhausted)

PLEASE NOTE:

Only original documents can be used to support the DBS application (downloaded bank statements and e-bills will not be accepted).

As an additional safeguard, you must be able to provide a document which shows your name and current address, dated within the last 3 months.