

## ID Checking Guide for DBS Applications

Your identity needs to be confirmed in order to process your DBS Application. You need to provide current and original documentation (no photocopies), in your current name with one document showing your current address and one to show your date of birth. These need to be shown to the person who has asked you to complete the DBS form.

**You must follow either Option 1, 2 or 3 depending on what documentation you have.**

### Option 1

You must be able to show:

- one document from Group 1 below and 2 further documents from either Group 1, or Group 2a or 2b below.
- At least one of the documents must show your current address.

### Option 2

If you aren't a national of the UK or the EEA and are applying for voluntary work you can't use Route 2.

If you don't have any of the documents in Group 1, then you must be able to show:

- one document from Group 2a
- 2 further documents from either Group 2a or 2b below.
- At least one of the documents must show your current address.

### Option 3

Option 3 can only be used if it's impossible to process the application through Options 1 or 2.

EEA nationals who've been resident in the UK for 5 years or less can't use Option 3.

For Option 3, you must be able to show:

- a birth certificate issued after the time of birth (UK, Isle of Man and Channel Islands) and
- one document from Group 2a and
- 3 further documents from Group 2a or 2b
- At least one of the documents must show your current address.

### Group 1: Primary identity documents

Passport	Any current and valid passport
Biometric residence permit	UK
Current driving licence photocard - (full or provisional)	UK, Isle of Man, Channel Islands and EEA.
Birth certificate - issued within 12 months of birth	UK, Isle of Man and Channel Islands - including those issued by UK authorities overseas, for example embassies, High Commissions and HM Forces
Adoption certificate	UK and Channel Islands

### Group 2a: Trusted government documents

Current driving licence photocard - (full or provisional)	All countries outside the EEA (excluding Isle of Man and Channel Islands)
Current driving licence (full or provisional) - paper version (if issued before 1998)	UK, Isle of Man, Channel Islands and EEA
Birth certificate - issued after time of birth	UK, Isle of Man and Channel Islands
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
Firearms licence	UK, Channel Islands and Isle of Man

### Group 2b: Financial and social history documents

Mortgage statement	UK or EEA	Issued in last 12 months
Bank or building society statement	UK and Channel Islands or EEA	Issued in last 3 months
Bank or building society statement	Countries outside the EEA	Issued in last 3 months - branch must be in the country where the applicant lives and works
Bank or building society account opening confirmation letter	UK	Issued in last 3 months
Credit card statement	UK or EEA	Issued in last 3 months
Financial statement, for example pension or endowment	UK	Issued in last 12 months
P45 or P60 statement	UK and Channel Islands	Issued in last 12 months
Council Tax statement	UK and Channel Islands	Must still be valid
Letter of sponsorship from future employment provider	Non-UK or non-EEA only - valid only for applicants residing outside of the UK at time of application	Issued in last 3 months
Utility bill	UK - not mobile telephone bill	Issued in last 3 months
Benefit statement, for example Child Benefit, Pension	UK	Issued in last 3 months
Central or local government, government agency, or local council document giving entitlement, for example from the Department for Work and Pensions, the Employment Service, HMRC	UK and Channel Islands	Must still be valid
EEA National ID card		Must still be valid
Cards carrying the PASS accreditation logo	UK, Isle of Man and Channel Islands	Must still be valid
Letter from head teacher or college principal	UK - for 16 to 19 year olds in full time education - only used in exceptional circumstances if other documents cannot be provided	