Required Identification Documents
to support your DBS Disclosure Application

Please note that:

- You must only supply valid, current and original documentation.

- Photocopies or documentation printed from the internet e.g. internet bank statements are not acceptable.

- All documents must be in your current name (documents in a previous name can be accepted ONLY where you can provide documentation supporting a recent change because of: a marriage/civil partnership (marriage/civil partnership certificate), divorce/civil partnership dissolution (decree absolute/civil partnership dissolution certificate), deed poll (Deed Poll certificate).

- One document must confirm your date of birth.

- One document must confirm your current address.

- You must provide a full and continuous address history covering the last five years.

- A document from each of the groups should be included only once in the document count. e.g. do not include two bank statements as two of the required documents, if they are from the same bank.
Please prove your identity by following the three routes below.

**Route One**

Can you produce a Group 1 document? If yes, then you must produce 3 documents:
- 1 document from Group 1 (refer to list of Valid Identity Documents); and
- 2 further documents from Group 1, 2a or 2b; one of which must verify your current address.

**NOTE – EEA Nationals (Non-UK):**

If you are an EEA National and have been resident in the UK for five years or less, you should validate your identity via Route One. You must provide:
- a Current Passport or Current photo card
- UK Driving Licence
- plus 2 further documents.

**NOTE – Non-EEA Nationals:**

If you are a Non-EEA National you should be validated via Route One only.

*If you cannot produce a Group 1 document then go to Route Two.*

**Route Two**

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.

We will then need to ensure an external ID validation service is used to check you against their records to establish your name and living history footprint. Please note that this will incur an additional cost which will be passed on to yourself.

**PLEASE NOTE: If you cannot meet the requirements of Route One or Two, you must follow Route Three.**

**Route Three**

For Route Three, you must produce:
- A birth certificate (UK and Channel Islands) – (issued after the time of birth by the General Register Office/relevant authority i.e. Registrars) 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.

If you fail to produce the required documents set at Route Three, you will need to go for fingerprinting.
You will be asked to give your consent to have your fingerprints taken in line with the current DBS procedure. This will require your attendance at a Police Station at an appointed time, and may add delay into the overall application process.

**List of Valid Identity Documents**

**Group 1 – Primary Trusted Identity Credentials**

- Current valid Passport.
- Biometric Residence Permit (UK).
- Current Photo Card Driving Licence (UK/Isle of Man/Channel Islands and EU only).
  - (Full or provisional).
- Birth Certificate (UK, Isle of Man 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.
- Adoption Certificate (UK and Channel Islands).

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

- Current Paper Driving licence (if issued before 1998) (UK/Isle of Man/Channel Islands and EU only).
  - (Full).
- Current Photo Card Driving Licence (All countries).
  - (Full or provisional).
- Birth Certificate (UK, Isle of Man and Channel Islands) – (issued after the time of birth by the General Register Office/relevant authority i.e. Registrars).
- Marriage/Civil Partnership Certificate (UK and Channel Islands).
- HM Forces ID Card (UK).
- Fire Arms Licence (UK and Channel Islands).

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

- Mortgage Statement (UK or EEA).
- Bank/Building Society Statement (UK or EEA).
- Bank/Building Society Account Opening Confirmation Letter (UK).
- Credit Card Statement (UK or EEA).
- Financial Statement – e.g. pension, endowment, ISA (UK).
- P45/P60 Statement (UK & Channel Islands).
- Council Tax Statement (UK & Channel Islands).
- Work Permit/Visa (UK) (UK Residence Permit).
- 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.
- Benefit Statement – e.g. Child Allowance, Pension.
• 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. *
• 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).

Please note:

If a document in the List of Valid Identity Documents is:
• Denoted with * – it should be less than three months old.
• Denoted with ** – it should be issued within the past 12 months.
• Not denoted – it can be more than 12 months old.