

DBS Acceptable Forms of ID List

Your post requires a DBS check to be carried out, which will be done on-line. The online form will require details of ALL names you have used, since birth. Please ensure that you remember to include middle names.

You will also need to provide details of ALL addresses you have lived at over the past 5 years (including full postcodes). Include overseas addresses where applicable. Addresses can overlap - but there must not be any gaps. It is important that you also include temporary addresses such as student accommodation.

All documentary evidence should:

- Be issued by a trustworthy and reliable source (no online statements/bills unless stamped by the issuing authority)
- Be valid, dated and current (see lists and denotations for further details)
- Contain your full name, photograph and signature where applicable (see lists for further details)
- Have been issued in the UK unless otherwise stated. Documents containing the applicant's current address are marked with an asterisk.

ID Route – Choose 1 from the list below

Route 1

- One document from **Group 1**
 - 2 further documents from either **Group 1**, or **Group 2a** or **Group 2b**
- *Your chosen documents must show your right to work and current address***

Route 2

Route 2 can only be used if it's impossible to process the application through Route 1

- One document from **Group 2a**
 - 2 further documents from either **Group 2a** or **Group 2b**
- *Your chosen documents must show your right to work and current address***

Route 3

Route 3 can only be used if it's impossible to process the application through Routes 1 or 2. EEA nationals who have been resident in the UK for 5 years or less cannot use Route 3.

- 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 **Group 2b**

Group 1: Primary identity documents

	Passport (any nationality)
	Biometric residence permit (UK)
	Current driving licence photocard (UK/Isle of Man/Channel Islands/other EU country) - full or provisional
	Birth certificate * Issued within 12 months of birth (UK and Channel Islands)
	Adoption certificate (UK and Channel Islands)

Group 2a: Trusted government documents	
	Current photocard driving licence - All countries outside the EU (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/other EU country)
	Birth certificate - issued after time of birth (UK and Channel Islands)
	Marriage/Civil Partnership Certificate
	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 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) * Issued in last 12 months
	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) * Issued in last 3 months
	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) * Must still be valid