

DBS DISCLOSURES

DOCUMENTS REQUIRED TO CONFIRM IDENTITY

A minimum of 3 documents to be seen. At least one document must verify the applicant's current address (documents containing addresses are marked with **) and one document must display the applicant's date of birth

Document Category 1 – Primary Trusted Identity Credentials

- Current valid Passport (any nationality)
- Biometric Residence Permit (UK)
- A Current Driving Licence (UK) (Full or provisional) - Isle of Man /Channel Islands **
- An Original BRITISH Birth Certificate (UK) - issued at the time of birth (less than 12 months from the date 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)

Document Category 2a – Trusted Government/State Issued Documents

- Birth Certificate (UK & Channel Islands) – (issued after the time of birth (more than 12 months from date of birth) by the General Register Office/relevant authority ie Registrars – photocopies are not acceptable.
- Marriage/Civil Partnership Certificate (UK & Channel Islands)
- Current Driving Licence (UK) – (old style paper version) **
- Current Non-UK Photo Driving Licence (valid for up to 12 months from the date the applicant entered the UK) **
- Adoption certificate (UK & Channel Islands)
- Firearms licence (UK & Channel Islands) **

Document Category 2b – Financial/Social History Documents

- Bank/Building Society Account Opening Confirmation Letter (UK) **
- Letter of sponsorship from future employment provider (Non-UK/Non-EEA only – valid only for applicants residing outside of the UK at time of application **
- EU National ID Card
- Cards carrying the PASS accreditation logo (UK & Channel Islands)
- 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) **

The following documents must have been issued within the past 12 months:

- P45 certificate statement (UK & Channel Islands) **
- Council Tax Statement (UK & Channel Islands) **
- Mortgage Statement (UK or EEA) – (Non-EEA statements must not be accepted) **
- British Work Permit/VISA (UK) (UK Residence Permit (valid up to expiry date)
- P60 certificate statement (UK & Channel Islands) **
- Financial Statement eg pension, endowment, ISA (UK) **

The following documents must have been issued within the past 3 months:

- Bank/Building Society Statement (UK & Channel Islands or EEA) (Non-EEA statements must not be accepted) **
- Credit Card Statement (UK or EEA) (Non-EEA statements must not be accepted) **

Correspondence Documents from

- Benefit Statement eg Child Allowance, Pension **
- A document from Central/Local Government/Government Agency/Local Authority giving entitlement (UK & Channel Islands) eg from the Department for Work and Pensions, the Employment Service, Customs & Revenue, Job Centre, Job Centre Plus, Social Security **

Utility Bills such as

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- Electricity Bill/Statement **
- Gas Bill/Statement **
- Water Bill/Statement **
- Telephone Bill/Statement (not mobile phone)**