

**DBS Identity Documentation**

**3 original documents must be produced. These will be photocopied and returned to you. We cannot accept documentation printed from the internet e.g. internet bank statements.**

Documents produced must show evidence of:

* Your name
* Date of birth
* Current address

Please note that documents from each of the groups should be included only once in the document count. For example, if a Drivers licence has been provided for evidence of Photo ID this cannot also be used for evidence of Current address.

**Route 1**

The applicant must be able to show:

* 1 document from Group 1 below
* 2 further documents from either Group 1, or Group 2a or 2b below

**At least one of the documents must show the applicant’s current address.**

**If the applicant isn’t a national of the UK and is applying for voluntary work, they may need to be fingerprinted if they can’t show these documents.**

**Route 2**

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

If the applicant isn’t a national of the UK and is applying for voluntary work, they can’t use Route 2.

If the applicant doesn’t have any of the documents in Group 1, then they must be able to show:

* 1 document from Group 2a
* 2 further documents from either Group 2a or 2b

**At least one of the documents must show the applicant’s current address. The organisation conducting their ID check must then also use an appropriate external ID validation service to check the application.**

## Route 3

Route 3 can only be used if it’s impossible to process the application through Routes 1 or 2.

For Route 3, the applicant must be able to show:

* A birth certificate issued after the time of birth (UK, Isle of Man and Channel Islands)
* 1 document from Group 2a
* 3 further documents from Group 2a or 2b

At least one of the documents must show the applicant’s current address. If the applicant can’t provide these documents, they may need to be fingerprinted.

**Group 1: Primary identity documents**

**Document** **Notes**

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| 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. From 8 June 2015, the paper counterpart to the photocard driving licence will not be valid and will no longer be issued by DVLA |
| 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**

**Document** **Notes**

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| 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 and Channel Islands  |
| 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 UK. Valid only for roles whereby the applicant is living and working outside of the UK. Visa/permit must relate to the non-UK country in which the role is based |
| HM Forces ID card | UK |
| Firearms licence | UK, Channel Islands and Isle of Man |

**All driving licences must be valid**

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

**We cannot accept documentation printed from the internet e.g. internet bank statements.**

**Document** **Notes**  **Issue date and validity**

|  |  |  |
| --- | --- | --- |
| Mortgage statement | UK  | Issued in last 12 months |
| Bank or building society statement | UK and Channel Islands | Issued in last 3 months |
| Bank or building society statement | Countries outside the UK | 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  | 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 - valid only for applicants residing outside of the UK at time of application | Must still be valid |
| 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 |
| Irish Passport Card | Cannot be used with an Irish passport | 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 |

**Documents in a previous name are accepted only if provided with a document supporting the name change (e.g. marriage certificate, Deed Poll certificate).**

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| **Important Note for Applicant**You will receive your DBS certificate in the post. Please **retain your certificate safely** as DBS will not provide replacements for lost or destroyed certificates. |

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| **Important InformationPlease Read Enclosed Leaflet**Individuals now have the option to join the DBS Update Service. If an individual subscribes to the Update Service their employer can go online, with their consent, and carry out a free, instant check to find out if the information released on the DBS certificate is current and up to date.When you join you will get an online account that lets you:* Take your certificate from one job to the next within the same workforce
* Give employers permission to check your certificate online and see who has checked it
* Add or remove a certificate

 Further information about the update service, FAQs and how to register can be found on the enclosed leaflet and on the following link: [Here](https://www.gov.uk/dbs-update-service) |