

Human Resources

DBS ID Checklist



Please ensure you provide enough documents to meet one of the following routes:

Route 1	3 documents in total (1 document from Group 1 <u>and</u> 2 further documents from either Group 1, 2a or 2b)
Route 2	3 documents in total (1 document from Group 2a <u>and</u> 2 further documents from either Group 2a or 2b)
Route 3	5 documents in total (Birth Certificate (<i>Issued after time of birth - UK, Isle of Man and Channel Islands</i>), 1 document from Group 2a <u>and</u> 3 further documents from either Group 2a or 2b)

At least one of the documents must show your current address. Please ensure all documents provided are in-date, valid and that any bills, statements or letters have been issued within the timeframes detailed below:

Group 1 – Primary Identity Documents	
Passport (<i>Any current and valid passport</i>)	
Biometric Residence Permit (<i>UK</i>)	
Current Driving Licence photo card (<i>Full or Provisional - UK, Isle of Man, Channel Islands</i>)	
Birth Certificate (<i>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</i>)	
Adoption certificate (<i>UK and Channel Islands</i>)	
Group 2a: Trusted Government Documents	
Current Driving Licence photo card (<i>All countries outside the UK (excluding Isle of Man and Channel Islands)</i>)	
Current Driving Licence paper version (<i>if issued before 1998</i>) (<i>Full or Provisional - UK, Isle of Man, Channel Islands</i>)	
Birth Certificate (<i>Issued after time of birth - UK, Isle of Man and Channel Islands</i>)	
Marriage/Civil Partnership Certificate (<i>UK and Channel Islands</i>)	
Immigration Document, Visa or Work Permit (<i>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</i>)	
HM Forces ID card (<i>UK</i>)	
Firearms licence (<i>UK, Isle of Man and Channel Islands</i>)	
Group 2b: Financial and social history documents	Issue Date and Validity
Mortgage statement (<i>UK</i>)	Issued in last 12 months
Bank or building society statement (<i>UK and Channel Islands</i>)	Issued in last 3 months
Bank or building society statement (<i>All countries outside the UK – branch must be in the country where the applicant lives and works</i>)	Issued in last 3 months
Bank or building society account opening confirmation letter (<i>UK</i>)	Issued in last 3 months
Credit card statement (<i>UK</i>)	Issued in last 3 months
Financial statement, for example pension or endowment (<i>UK</i>)	Issued in last 12 months
P45 or P60 statement (<i>UK and Channel Islands</i>)	Issued in last 12 months
Council Tax statement (<i>UK and Channel Islands</i>)	Issued in last 12 months
Letter of sponsorship from future employment provider (<i>Non-UK only - valid only for applicants residing outside of the UK at time of application</i>)	Must still be valid
Utility bill - not mobile telephone bill (<i>UK</i>)	Issued in last 3 months
Benefit statement, for example Child Benefit, Pension (<i>UK</i>)	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 (<i>UK and Channel Islands</i>)	Issued in last 3 months
EEA National ID card (<i>Must still be valid</i>)	Must still be valid
Irish Passport Card (<i>Cannot be used with an Irish passport</i>)	Must still be valid
Cards carrying the PASS accreditation logo (<i>UK, Isle of Man and Channel Islands</i>)	Must still be valid
Letter from head teacher or college principal (<i>UK - for 16 to 19 year olds in full time education - only used in exceptional circumstances if other documents cannot be provided</i>)	Must still be valid