

Valid Documents for DBS Identity Checks for UK nationals

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.
- You must ensure that you declare all previous name changes on your application, and you must provide documentary proof to support each change of name.
- All documents must be in your current name as recorded in Section A (Documents in a previous name can be accepted ONLY where you can provide documentation supporting the name 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.
- 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.*

Route One Where the applicant produces a Group 1 document	Route Two Where the applicant is unable to produce a Group 1 document	Route Three Only if the applicant is unable to meet the requirements of Route 1 or Route 2
<p>ONE document from Group 1 <u>and</u> 2 further documents from Group 1 or 2(a or b)</p>	<p>THREE documents from Group 2 comprising of: 1 document from Group 2a <u>and</u> 2 further documents from Group 2a or 2b <u>and</u></p> <p>Esafeguarding will then use an external ID Validation Service to check the application against their records to establish the applicants name and living history footprint.</p>	<p>A Birth Certificate (UK, Isle of Man & Channel Islands) <u>and</u> FOUR further documents from Group 2 comprising of: 1 document from Group 2a <u>and</u> 3 further documents from Group 2a or 2b (Total of 5 documents)</p> <hr/> <p>If the applicant fails to produce the required documents, they will need to complete a paper application form and go for fingerprinting. They will be asked to give their consent to have their fingerprints taken in line with the current DBS procedure. This will require their attendance at a Police Station at an appointed time – this may cause delay to the application process</p>

Group 1 – Primary Trusted Identity Credentials	Group 2a – Trusted Government/State Issued Documents	Group 2b – Financial/Social history Documents
<ul style="list-style-type: none"> • Current Valid Passport – Any current and valid passport • Biometric Residence Permit - (UK) • Current Photo Card Driving Licence (full or provisional) - (UK, Isle of Man and Channel Islands) • Birth Certificate issued within 12 months of birth - (UK, Isle of Man & Channel Islands) - Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces • Adoption Certificate - (UK & Channel Islands) 	<ul style="list-style-type: none"> • Current Photo Card Driving Licence (full or provisional) - All countries outside the UK (excluding Isle of Man and Channel Islands) • Current UK Driving Licence Paper Version (full or provisional) (if issued before 1998) - (UK, Isle of Man and Channel Islands) • Birth Certificate – issued over 12 months from the date 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) • Fire Arms Licence - (UK, Isle of Man and Channel Islands) 	<ul style="list-style-type: none"> • Mortgage Statement (UK)** • Bank/Building Society Statement (UK and Channel Islands)* • Bank or building society statement – (All 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)* • Credit Card Statement(UK)* • Financial Statement (UK)** (e.g. pension, endowment, ISA) • P45/P60 Statement (UK & Channel Islands)** • Council Tax Statement (UK & Channel Islands)** • Valid Letter of sponsorship from future employment provider – (Non-UK only - valid only for applicants residing outside of the UK at time of application) • Utility Bill (UK)* - NOT Mobile Telephone • Benefit Statement (UK)* (e.g. Child Allowance, Pension) • A document from Central/Local Government/Government Agency/Local Authority giving entitlement (UK and Channel Islands)* • Valid EEA National ID Card • Valid Irish Passport Card (cannot be used with an Irish passport) • Valid Cards carrying the PASS accreditation logo (UK, Isle of Man and Channel Islands) • Letter from Head Teacher or College Principal (UK) for 16-19 year olds in full time education) - only used in exceptional circumstances when all other documents have been exhausted

NOTE: Documents Denoted with: * Should be less than three months old - ** Should be issued within last 12 months