

# Manual DBS ID Check - DBS list of acceptable ID/ Documents to complete your Enhanced Disclosure & Barring Service (DBS) check

## For UK National Applicants only

Only **Original documents** must be produced for the DBS identity check. Photocopies, scanned copies, photos, printouts or screenshots of documents taken from online such as online banking, online utility accounts, etc. will **NOT** be accepted.

At least one document must verify the applicant's current UK address (documents containing addresses are marked with \*) and at least one document should display the applicant's date of birth. **All documents used for the DBS check MUST contain the applicant's current legal name; this must be consistent throughout all the documents.**

**Three documents in total must be seen; one document must come from Group 1 and a further two documents from either Group 1, or 2a or 2b.**

### Group 1 – Primary Trusted Identity Credentials

- Current Valid Passport (Any Nationality)
- Biometric Residence Permit (UK) – **this can only be accepted under specific circumstances**
- Current Photocard Driving Licence (UK/ Isle of Man/ Channel Islands) (Full or provisional) \*
- Birth Certificate (UK/ Isle of Man/ Channel Islands – including those issued by UK authorities overseas i.e. embassies, High Commissions and HM Forces) – issued **WITHIN** 12 months of date of birth
- Adoption Certificate (UK and Channel Islands)

### Group 2a – Trusted Government/ State Issued Documents

- Current Photocard Driving Licence – All countries outside the UK (excluding Isle of Man and Channel Islands) (Full or provisional)
- Current paper version Driving Licence (if issued before 1998) (UK/ Isle of Man/ Channel Islands) (Full or provisional) \*
- Birth Certificate (UK/ Isle of Man and Channel Islands) – issued more than 12 months **AFTER** date of birth
- 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/ Isle of Man and Channel Islands) \*

All driving licences must be valid.

### Group 2b – Financial/Social History Documents

- EEA National ID Card
- Cards carrying the PASS accreditation logo (UK, Isle of Man and Channel Islands)
- 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) \***
- Letter of Sponsorship from future employment provider (Non-UK only – **valid only for applicants residing outside of the UK at the time of application) \***
- Irish Passport Card (**cannot be used with an Irish passport**)

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

- P45/ P60 Statement (UK and Channel Islands) \*
- Council Tax Statement (UK and Channel Islands) \*
- Financial Statement - e.g. pension, endowment, ISA (UK) \*
- Mortgage Statement (UK) (Non-UK statements will not be accepted) \*

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

- Bank/ Building Society Statement (UK/ Channel Islands) (Non-UK statements will not be accepted) \*
- Bank/ Building Society Statement (Countries outside the UK) (**For applicants living and working outside the UK. Branch must be located in the country in which the applicant lives and works**) \*
- Bank/ Building Society Account Opening Confirmation Letter (UK) \*
- Credit Card Statement (UK) (Non-UK statements will not be accepted) \*
- Utility Bills (UK) - The **only** utility bills we accept are Gas, Electricity, Water and Landline Telephone Bills (Not Mobile Telephone) \*
- Benefit Statement (UK) - e.g. Child Benefit, Pension \*
- A document from Central or Local Government, Government Agency, or Local Council giving entitlement (UK and Channel Islands) - e.g. from the Department for Work and Pensions, the Employment Service, HMRC \*