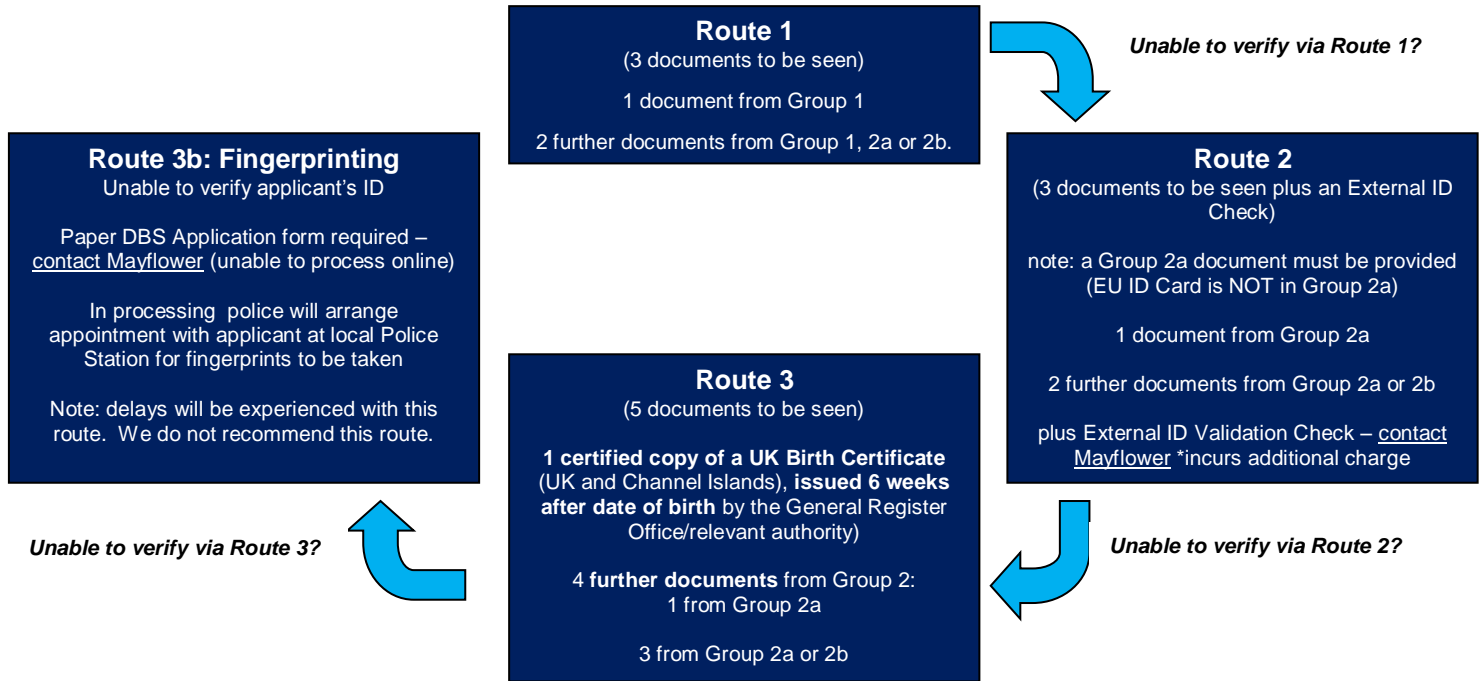


DBS List of Acceptable Identification

- To approve a DBS Application for processing, the ID Checker or Application Manager **must** view and verify at least 3 x **original** ID documents for each DBS Applicant.
- This list/process is stipulated by the DBS. It cannot be changed/alterd/avoided. If an applicant cannot provide ID in accordance with this list a DBS check cannot be obtained.
- 3 routes can be taken. All checkers must have exhausted Route 1 and then Route 2, before considering using Route 3. For all routes, the applicant's DOB and current address must be verified.**



Group 1 : Primary Trusted Identity Credentials

- Current valid Passport
- Biometric Residence Permit (UK)
- Photo Driving Licence; Full or Provisional (UK, Isle of Man ;Channel Islands and EU Countries)
- Birth Certificate (UK and Channel Islands) - issued WITHIN 6 weeks of 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)
- Adoption Certificate (UK and Channel Islands)

Group 2a Trusted Government Issued Documents	Group 2b Financial/Social History Documents
<ul style="list-style-type: none"> ▪ Current old-style UK Driving licence (pre-1998 paper version) – Full or Provisional ▪ EU paper Driving Licence ▪ Photo Driving Licence (all countries); where a Counterpart has NOT been presented ▪ Birth Certificate (UK and Channel Islands) - (issued 6 weeks AFTER date of birth by the General Register Office/relevant authority i.e. Registrars – Photocopies are not acceptable) ▪ Marriage/Civil Partnership Certificate (UK and Channel Islands) ▪ Adoption Certificate (UK and Channel Islands) ▪ HM Forces ID Card (UK) ▪ Fire Arms Licence (UK and Channel Islands) 	<ul style="list-style-type: none"> ▪ Mortgage Statement (UK or EEA) (Non-EEA statements must not be accepted) ** ▪ Bank/Building Society Statement (UK or EEA) (Non-EEA statements must not be accepted) * ▪ Bank/Building Society AOC (Account Opening Confirmation Letter) - (UK) * ▪ Credit Card Statement (UK or EEA) (Non-EEA statements must not be accepted)* ▪ Financial Statement - e.g. pension, endowment, ISA (UK) ** ▪ P45/P60 Statement (UK & Channel Islands) ** ▪ Council Tax Statement (UK & Channel Islands) ** ▪ Work Permit/Visa (UK) (UK Residence Permit, valid up to expiry date) ▪ Utility Bill (UK) – Not Mobile Telephone * ▪ Benefit Statement - e.g. Child Allowance, Pension * ▪ A document from Central/ Local Government/ Government Agency/ Local Authority giving entitlement (UK & Channel Islands) *- e.g. DWP, the Employment Service , HMRC, Job Centre, Job Centre , Social Security ▪ EU National ID Card – must be valid ▪ Cards carrying the PASS accreditation logo (UK and Channel Islands) – must be valid ▪ Letter from Head Teacher or College Principal (16-19 year olds in full time education in the UK) ▪ Sponsorship letter from future employer (Non-UK, Non-EEA applicants only)
<ul style="list-style-type: none"> ▪ Denoted with * - it should be less than 3 months old 	<ul style="list-style-type: none"> ▪ Denoted with ** - it should be less than 12 months old