

Confirming your identity

Your identity needs to be confirmed. You need to provide original documentation (no photocopies) to the person who asked you to complete the DBS form.

Which documents do you need to provide?

Can you produce any documents from Group 1?

Yes

3 documents must be seen

One document from Group 1 plus any two from Groups 1, 2a or 2b

No

3 documents must be seen

One document from Group 2a plus any two from Groups 2a or 2b. An external ID validation check will also be carried out*

*Your consent is required for the external verification and the relevant consent form will be supplied with the DBS application form if required.

List of Valid Identity Documents

Group 1 – Primary identity documents

- Current Valid Passport – Any current and valid passport
- Biometric Residence Permit (UK)
- Current Driving Licence (Full or provisional); either photo card or paper (a photo card is only valid if the individual presents it with the associated counterpart licence) - (UK/Isle of Man/Channel Islands)
- Birth Certificate - issued at the time of birth – (UK/Isle of Man/Channel Islands) including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces.

List of Valid Identity Documents

Group 2a – Trusted government documents

- Current Driving Licence (UK/Isle of Man/Channel Islands) (Full or provisional); either photo card or old style paper version
- Current photo driving licence – Non-UK licences must be valid for up to 12 months from the date the applicant entered the UK
- Biometric Residence Permit (UK)
- Birth Certificate (UK & Channel Islands) – issued after the time of birth by the General Register Office / relevant authority, i.e. Registrars. (Photocopies are not acceptable.)
- Marriage/Civil Partnership Certificate (UK)
- Adoption Certificate (UK)
- HM Forces ID Card (UK)
- Fire Arms Licence (UK)

Group 2b – Financial and Social History documents

- Mortgage Statement (UK or EEA)**
- Bank/Building Society Statement (UK and Channel Islands or EEA)*
- Credit Card Statement (UK or EEA)*
- 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)**
- Utility Bill (UK) - Not Mobile Telephone bill*
- Benefit Statement – e.g. Child Benefit, Pension*
- Central/ Local Government/ Government Agency/ Local council document giving entitlement: e.g. from the Department for Work and Pensions, the Employment Service, HMRC*
- EU National ID Card – Must still be valid
- Cards carrying the PASS accreditation logo (UK and Channel Islands) – Must still be valid

Denoted with * - issued in last 3 months

Denoted with ** - issued in last 12 months

Please note all documents must be in your current name (marriage certificate excepted). At least one document must show your current address and at least one document must show your date of birth.