

## **DBS Accepted Identification Document**

Required number of documents;

1 document from Group 1

2 further documents from Group 1 or 2 (one must verify your address)

### **Group 1 Documents** - Primary Trusted Identity Credentials

- Current valid Passport – UK or EEA (or Non-EEA in combination with a Biometric Residence Permit or current Work Permit/Visa)
- Biometric Residence Permit (UK)
- Current Driving Licence (UK) (Full or provisional) Isle of Man /Channel Islands;
  - Photo card only (a photo card is only valid if the individual presents it with the associated counterpart licence; except Jersey)
- Birth Certificate (UK & Channel Islands) - issued within 12 months of date of birth;
  - Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces

### **NOTE - Non-UK/Non-EEA Nationals:**

All Non-UK/Non-EEA Nationals should be validated via Route One by supplying the following combination of documents:

- Current Passport; and
- Biometric Residence Permit *OR* Work Permit/Visa (UK); and
- 1 further document from Group 2a or 2b (refer to list of Valid Identity Documents), which verifies their current address.

If the applicant has satisfied this route, then the document check is complete. If the applicant cannot produce a Group 1 document then go to Route Two.

### **Group 2 Documents**

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

- Current valid Passport (UK, EEA or Non-EEA)
- Current UK Driving licence (Photo card or old style paper version)
- Biometric Residence Permit (UK)
- Birth Certificate (UK & Channel Islands) - issued within 12 months of date of birth
- Certified copy of Birth Certificate (UK and Channel Islands) – issued after 12 months of date of birth
- Marriage/Civil Partnership Certificate (UK)
- Adoption Certificate (UK)
- HM Forces ID Card (UK)
- Fire Arms Licence (UK)

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

- Mortgage Statement (UK) - **must be issued within the last 12 months**
- Bank/Building Society Statement (UK) – **must be issued within the last 3 months**
- Credit Card Statement (UK) - **must be issued within the last 3 months**
- Financial Statement eg. pension, endowment, ISA (UK) - **must be issued within the last 12 months**
- P45/P60 Statement (UK & Channel Islands) - **must be issued within the last 12 months**
- Council Tax Statement (UK & Channel Islands) - **must be issued within the last 12 months**
- Work Permit/Visa (UK) (UK Residence Permit) - **must be issued within the last 12 months**
- Utility Bill (UK) (Not Mobile Telephone) – **must be issued within the last 3 months**
- Benefit Statement eg. Child Allowance, Pension – **must be issued within the last 3 months**
- A document from Central/ Local Government/ Government Agency/ Local Authority giving entitlement (UK & Channel Islands) eg. from the Department for Work and Pensions, the Employment Service , Customs & Revenue, Job Centre, Job Centre Plus, Social Security – **must be issued within the last 3 months**
- EU National ID Card – **can be more than 12 months old**
- Cards carrying the PASS accreditation logo (UK) – **can be more than 12 months old**

### **Documents No Longer Accepted**

NHS Card (UK)  
National Insurance Card (UK)  
Exam Certificates e.g. GCSE, NVQ, O Levels, Degree  
TV Licence  
Insurance Certificate  
Disclosure Scotland Certificate  
CRB Certificate  
Vehicle Registration Document  
Addressed Payslip  
General Medical Council (GMC) Certificate  
Connexions Card  
Mail Order Catalogue Statement/Card Statement  
Store Card Statement  
Court Claim Form (UK)  
Documentation issued by Court Services  
Mobile Phone Bill  
Convention Travel Document (CTD) Blue  
Certificate of Identity (CID) Brown  
Stateless Person's Document (SPD) Red  
Application Registration Card (ARC)  
Certificate of British Nationality (UK)