

DOCUMENTS REQUIRED FOR THE COMPLETION OF A DISCLOSURE AND BARRING SERVICE APPLICATION

Registered bodies must establish the true identity of the applicant, through the examination of a range of documents as set out in this guidance.

Please note that:

- We will only accept valid, current and original documentation.
- We will not accept photocopies.
- We will not accept documentation printed from the internet e.g. internet bank statements.
- Identity information for the applicant's name, date of birth and address recorded in Section A and Section B on the DBS application form must be validated.

Only one document from each of the subgroups in Group 2b can be included in the document count e.g. we will not accept two bank statements as two of the required documents, if they are from the same bank.

We cannot accept the foreign equivalent of an identity document if that document is listed as '(UK)' on the list of valid identity documents.

At least one document must confirm the applicant's current address and at least one document must confirm the applicant's date of birth.

How many documents need to be seen?

Can the applicant produce a Group 1 document? If yes, then the applicant must produce 3 documents:

- 1 document from Group 1 (refer to list of Valid Identity Documents); and
- 2 further documents from Group 1, 2a or 2b; one of which must verify their current address.

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

Please note:

If a document in the List of Valid Identity Documents is:

- denoted with * - it should be less than three months old
- denoted with ** - it should be issued within the past 12 months
- not denoted – it can be more than 12 months old.

Group 1 Primary Trusted Identity Credentials

- Current valid Passport – UK or EEA (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 42 days of date of birth; Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces

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)**
- Bank/Building Society Statement (UK)*
- Credit Card Statement (UK)*
- 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
- Benefit Statement* - e.g. Child Allowance, Pension
- A document from Central/Local Government/Government Agency/Local Authority giving entitlement (UK & Channel Islands)*- e.g. from the Department for Work and Pensions, the Employment Service, Customs & Revenue, Job Centre, Job Centre Plus, Social Security
- EU National ID Card
- Cards carrying the PASS accreditation logo (UK)