

## **DBS Document Checklist**

### **ID Checking Process Information**

Route One must **always** be attempted to be taken. Three documents in total must be seen; one document must come from Group 1 and a further two documents from Group 1, 2a or 2b. One document must verify the applicant's current address.

If you are unable to validate the applicant's identity via Route One due to the absence of a Group 1 document you must satisfy yourself of a valid reason for using Route Two before continuing. To proceed to Route 2 select the button within the ID Checking screen entitled 'Unable to verify ID via Route 1 - proceed to Route 2'.

### **Group 1: Primary identity documents**

#### Document Notes

- Passport Any current and valid passport
- Biometric residence permit UK
- Current driving licence photo card - (full or provisional) UK, Isle of Man, Channel Islands and EU
- Birth certificate - issued at time of birth UK and Channel Islands - including those issued by UK authorities overseas, e.g. embassies, High Commissions and HM Forces
- Adoption certificate UK and Channel Islands

### **Group 2a: Trusted government documents**

#### Document Notes

- Current driving licence photo card - (full or provisional) All countries outside the EU (excluding Isle of Man and Channel Islands)
- Current driving licence (full or provisional) - paper version (if issued before 1998) UK, Isle of Man, Channel Islands and EU
- Birth certificate - issued after time of birth UK and Channel Islands
- Marriage/civil partnership certificate UK and Channel Islands
- HM Forces ID card UK
- Firearms licence UK, Channel Islands and Isle of Man

All driving licences must be valid.

## **Group 2b: Financial and social history documents**

Document Notes Issue date and validity

- Mortgage statement UK or EEA Issued in last 12 months
- Bank or building society statement UK and Channel Islands or EEA Issued in last 3 months
- Bank or building society account opening confirmation letter UK Issued in last 3 months
- Credit card statement UK or EEA Issued in last 3 months
- Financial statement, e.g. pension or endowment UK Issued in last 12 months
- P45 or P60 statement UK and Channel Islands Issued in last 12 months
- Council Tax statement UK and Channel Islands Issued in last 12 months
- Work permit or visa UK Valid up to expiry date
- Letter of sponsorship from future employment provider Non-UK or non-EEA only - valid only for applicants residing outside of the UK at time of application Must still be valid
- Utility bill UK - not mobile telephone bill Issued in last 3 months
- Benefit statement, e.g. Child Benefit, Pension UK Issued in last 3 months
- Central or local government, government agency, or local council document giving entitlement, e.g. from the Department for Work and Pensions, the Employment Service, HMRC UK and Channel Islands Issued in last 3 months
- EU National ID card - Must still be valid
- Cards carrying the PASS accreditation logo UK and Channel Islands Must still be valid
- 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 Must still be valid