

## **Disclosure and Barring Service (DBS) application ID Check Documents**

The person going through a DBS check - 'the applicant' - must provide original documents proving their identity. The documents needed will depend on the route the application takes. The applicant must try to provide documents from route 1 first.

### **What documents do you need to provide?**

**You should follow the two routes outlined below in order to complete your DBS application.**

#### **Route 1**

**You must provide 3 documents:**

**1 document from Group 1 and 2 further documents from Group 1, 2a or 2b, one of which must confirm your current address.**

#### **Route 2**

**You must provide 3 documents from Group 2 comprising of:**

**1 document from Group 2a and 2 further documents from Group 2a or 2b, one of which must confirm your current address.**

### **Document Group 1 Primary Trusted Identity Documents**

- A current valid Passport UK or EEA (or Non-EEA with a Biometric Residence Permit or Work Permit/Visa)
- Biometric Residence Permit (UK)
- A current Driving Licence (UK) (Full or provisional) - UK; either photo card or paper (a photo card is only valid if the individual presents it with the counterpart paper licence)
- An Original BRITISH Birth Certificate (UK ONLY) - issued within 42 days of the date of birth
- Biometric Residence Permit (UK)

### **Document Group 2A Trusted Government/State issued documents**

- A current valid Passport (UK, EEA or Non-EEA)
- A current UK Driving Licence; either photo card or paper
- Biometric Residence Permit (UK)
- Birth Certificate (UK) - issued after 42 days of the date of birth
- Certified copy of a UK birth Certificate issued after 12 months of date of birth
- Marriage/Civil partnership Certificate (UK)
- Adoption certificate
- HM Forces ID card (UK)
- Fire Arms Licence (UK)

## **Document Group 2B Financial/Social History documents**

**The following documents must be less than 3 months old:**

- Credit Card Statement (UK)
- Bank/Building Society Statement (UK)
- Utility Bill (UK) - Not Mobile Telephone
- Benefits Statement eg Child Allowance, pension
- A document from Central/ Local Government/ Government Agency/ Local Authority giving entitlement (UK & Channel Islands)e.g. from the Department of Work & Pensions, the Employment Service, Customer & Revenue, Job Centre, Job Centre Plus, Social Security

**The following documents must have been issued within the past 12 months:**

- Mortgage Statement (UK)
- Financial Statement eg pension, endowment, ISA (UK)
- P45/P60 statement (UK)
- Council Tax Statement (UK)
- Work Permit/VISA (UK) (UK Residence Permit)

**The following documents can be more than 12 months old:**

- EU National ID card
- Cards carrying the PASS accreditation logo (UK)