

Disclosure & Barring Service Identification Checklist

All applicants must initially be considered for route one.

Route One

Can the applicant produce a group 1 document? If yes, then the applicant must produce 3 documents: If not go to route two.

- 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.

Route Two

Can the applicant produce a group 2a document? If yes, then the applicant must produce 3 documents: If not go to route three.

- 3 documents from group 2 consisting of 1 document from group 2a; and
- 2 further documents from group 2a or 2b; one of which must verify their current address.

Route Three

The applicant must produce the documents below. If unable refer to the DBS identification checking guideline for further advice.

- Birth certificate (UK and Channel Islands) – (issued after the time of birth by the General Register Office) and
- 4 further documents from group 2 consisting of:
 - 1 document from group 2a; and
 - 3 further documents from group 2a or 2b; one of which must verify their current address.

Group 1: Primary Identity Documents	Notes
Passport	Any current and valid passport
Biometric residence permit	UK
Current driving licence – photo card with counterpart where one is issued	UK/Isle of Man/Channel Islands and EU (full or provisional) Please note some European countries do not issue counterparts. All licences must be valid in line with current DVLA requirements
Birth certificate – issued at time of birth	UK and Channel Islands – including those issued by UK authorities overseas, eg embassies, High Commissions and HM Forces
Adoption certificate	UK and Channel Islands

Group 2a: Trusted Government Documents	Notes
Current driving licence – photo card (where a counterpart has been issued but no counterpart is presented)	All countries (full or provisional). All licences must be valid in line with current DVLA requirements
Current driving licence – paper version	UK/Isle of Man/Channel Islands and EU (full or provisional). All licences must be valid in line with current DVLA requirements
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

Group 2b: Financial Documents	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 the time.	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
Local government, government agency, or local council document giving entitlement, e.g. from the Department for Work and Pensions, , 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