

DBS Check – Evidence Required.

There are three routes for identity checking prescribed by the Disclosure and Barring Service. Route 1 must always be considered in the first instance.

Route 1

If you can provide a Group 1 document, you will need to bring three documents verifying your identity:

- one document from Group 1; and
- two further documents from Group 1, Group 2a or Group 2b, one of which must verify your current address.

If you are unable to provide a Group 1 document, we must consider Route 2.

Route 2

You will need to provide three documents from Group 2, consisting of:

- one document from Group 2a; and
- two further documents from Group 2a or Group 2b, one of which must verify your current address.

We will then use an appropriate external identity validation service to check that the documents you have provided match your records, in order to establish your name and living history footprint.

If you are unable to satisfy the requirements of Route 2, we will need to fully explore why you have been unable to successfully verify your identity through Routes 1 and 2 before moving to Route 3. This will involve a discussion with you, and a full note of that discussion will be taken and retained by us.

Route 3

If we have no option but to proceed to Route 3, you will need to provide:

- a birth certificate (UK and Channel Islands), issued after the time of birth by the General Register Office or relevant authority/Registrar. Photocopies are not acceptable; and
- four further documents from Group 2, consisting of:
 - one document from Group 2a; and
 - three further documents from Group 2a or Group 2b, one of which must verify your current address.

If you are unable to provide the documents required under Route 3, we will have no option but to refer you for fingerprinting by the police. This may result in a delay to the DBS application process.

Specific rules apply to EEA nationals and non-EEA nationals, which we will consider and comply with where relevant.

The groups of documents referred to above are detailed in the information provided with this invitation. Please ensure that you bring the required original documents with you

The groups of documents referred to for DBS are:

Group 1: Primary identity documents

Document	Notes
Passport	Any current and valid passport
Biometric residence permit	UK
Current driving license photo card - (full or provisional)	UK, Isle of Man, Channel Islands and EU
Birth certificate - issued within 12 months of birth	UK, Isle of Man 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 license photocard - (full or provisional)	All countries outside the EU (excluding Isle of Man and Channel Islands)
Current driving license (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, Isle of Man and Channel Islands
Marriage/civil partnership certificate	UK and Channel Islands
HM Forces ID card	UK
Firearms license	UK, Channel Islands and Isle of Man

All driving licenses 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

Document	Notes	Issue date and validity
Credit card statement	UK or EEA	Issued in
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, eg 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, Isle of Man 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