

## **DBS Document List**

**Three documents in total must be provided;** one document **must** come from Group 1 and a further two documents from Group 1, 2a or 2b.

At least one document must your verify current address.

### **Please Note:**

If a document in the List of Documents is:

- Denoted with \* - it must have been issued in the last **3 months**.
- Denoted with \*\* - it must have been issued in the last **12 months**.
- Denoted with \*\*\* - it must **still be valid**.

### **Group 1 – primary identity documents:**

- Current valid Passport
- Biometric Residence Permit (UK)
- Current Driving Licence Photocard (UK, Isle of Man / Channel Islands) (Full or Provisional)
- Birth Certificate (UK, Isle of Man and Channel Islands) - issued at the time of birth;
  - Including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces.
- Adoption Certificate (UK and Channel Islands)

### **Group 2a – trusted government documents:**

- Current Driving licence (Full or Provisional) – Paper version (If issued before 1998)(UK, Isle of Man, and Channel Islands)
- Current Driving Licence Photocard (All countries outside the UK – excluding Isle of Man and Channel Islands) (Full or Provisional)
- Birth Certificate (UK, Isle of Man and Channel Islands) - (issued after the time of birth)
- Marriage/Civil Partnership Certificate (UK and Channel Islands)
- Immigration Document, Visa or Work Permit. (Issued by a country outside the UK. Valid only for roles where the applicant is living and working outside of

the UK. Visa/Permit must relate to the non-UK country in which the role is based)

- HM Forces ID Card (UK)
- Firearms Licence (UK, Isle of Man and Channel Islands)

**Group 2b – financial/social history documents:**

- Mortgage Statement (UK Issued)
- Bank/Building Society Statement (UK and Channel Islands issued)\*
- Bank/Building Society Statement (Countries outside the UK) (Issued in last 3 months - branch must be in the country where the applicant lives and works)
- Bank/Building Society Account Opening Confirmation Letter (UK) \*
- Credit Card Statement (UK issued)
- Financial Statement (UK) \*\* - e.g. pension, endowment, ISA (UK)
- P45/P60 Statement \*\*(UK & Channel Islands)
- Council Tax Statement (UK & Channel Islands) \*\*
- Utility Bill (UK)\* - (Not mobile telephone bill)
- Benefit Statement (UK)\* - 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
- EEA National ID Card\*\*\*
- Cards carrying the PASS accreditation logo\*\*\* (UK, Isle of Man and Channel Islands)
- Letter of sponsorship from future employment provider\*\*\* - NON-UK Only. Valid only for applicants residing outside of the UK at the time of application.
- Irish Passport Card. Cannot be used with an Irish Passport\*\*\*.