

Enhanced DBS Check

List of Acceptable Identity Documents

The applicant must provide 3 documents:

- 1 document from Group 1; and
- 2 further documents from Group 1, 2a or 2b

Group 1: Primary Identity Documents	
Documents	Notes
Passport	Any current and valid passport
Biometric Residence Permit	UK
Current Photocard Driving Licence	UK/Isle of Man/Channel Islands and EU (full or provisional)
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	All countries other than those listed in Group 1 (full or provisional) All licences must be valid
Current Driving Licence(old style 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 and Social History Documents		
Document	Notes	Issue Date & 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

Group 2b: Financial and Social History Documents		
Document	Notes	Issue Date & Validity
Work Permits or Visa	UK	Valid up to expiry date
Letter of Sponsorship from Future	Non-UK or Non-EEA – valid only for	Must still be valid
Employment Provider	applicants residing outside of the UK at the time of applicant	
Utility Bill	UK – not mobile phone bill	Issued in last 3 months
Benefit Statement e.g. Child Benefit, Pension	UK	Issued in last 3 months
Central of 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
Letter from Headteacher or College Principal	UK – for 16-19 year olds in full time education Only used in exceptional circumstances if other documents cannot be provided	

Common ID Errors

When checking/copying ID please check the following:

- All ID/documents are valid
- All ID/documents are in date
- All ID/documents listed above should be issued within the time given
- All ID/documents with the addresses must show current address
- All ID/documents must be in the applicants current name
- Passports - front cover must be copied as well as the inside