

Group 1: Primary identity documents

If you have at least one Group 1 document, it must be provided as part of your DBS application. You must provide ID containing your date of birth and current address.

Document	Conditions
Passport	Current and valid. Any nationality
Biometric residence permit	UK
Photo-card driving licence	Full or provisional. UK, Isle of Man and Channel Islands
Birth certificate (issued within 12 months of birth)	UK, Isle of Man, 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	Conditions
Photo-card driving licence	Full or provisional. All countries outside the UK (excluding Isle of Man and Channel Islands)
Old style paper version driving licence	Full or provisional. UK, Isle of Man and Channel Islands
Birth certificate (issued more than 12 months after the time of birth)	UK, Isle of Man and Channel Islands
Marriage/civil partnership certificate	UK and Channel Islands
HM Forces ID card	UK
Firearms licence	UK, Isle of Man and Channel Islands
Immigration document, visa or work permit	Valid only for roles where the applicant is living and working outside of the UK. Immigration document, visa or work permit must relate to the non-UK country in which the role is based

Group 2b: Financial and social history documents

Document	Notes	Validity
Bank or building society statement	UK and Channel Islands	Issued in last 3 months
Bank or building society statement	Countries outside the UK – must be issued from a branch in the country where the applicants lives and works	Issued in last 3 months
Bank or building society account opening confirmation letter	UK	Issued in last 3 months
Credit card statement	UK	Issued in last 3 months
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, e.g. from the Department for Work and Pensions, the Employment Service, HMRC	UK and Channel Islands	Issued in last 3 months
Mortgage statement	UK	Issued in last 12 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
Letter of sponsorship from future employment provider	Non-UK only - valid only for applicants residing outside of the UK	Must still be valid

	at time of application	
EEA National ID card	EEA	Must still be valid
Irish Passport Card	Ireland – cannot be used with an Irish passport	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

Group 1a: Primary identity documents for Non-UK nationals

The DBS identity checking process is aligned with right to work checks to assist employers to prevent illegal working in the UK. Non UK nationals applying for paid work are required to provide a document from the list below to complete a DBS application.

Document	Conditions
Irish passport or Irish passport card	Current and valid. Showing that the holder is a national of the Republic of Ireland
Home Office document	Current and valid. Issued to a family member of an EEA or Swiss citizen, and which indicates that the holder is permitted to stay in the UK indefinitely
Home Office document	Current and valid. Issued to a family member of an EEA or Swiss citizen, and which indicates that the holder is permitted to stay in the UK for a time limited period and to do the type of work in question
Biometric immigration document (Biometric residence permit)	Current and valid. Issued by the Home Office indicating that the named person is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK
Biometric immigration document (Biometric residence permit)	Current and valid. Issued by the Home Office indicating that the named person is currently allowed to stay in the UK and is allowed to do the work in question
Passport	Current and valid. Endorsed to show the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK or has no time limit on their stay in the UK
Passport	Current and valid. Endorsed to show the holder is allowed to stay in the UK and do the type of work in question
Application registration card	Current and valid. Issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service
Immigration Status Document	Current and valid. Containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer
Immigration Status Document	Current and valid. Containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer
Frontier worker permit	Current and valid. Issued under regulation 8 of the Citizens' Rights (Frontier Workers) (EU Exit) Regulations 2020.
Home Office document	Current and valid. Showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules on or before 30 June 2021 together with a Positive Verification Notice from the Home Office Employer Checking Service.

Positive Verification Notice	Issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question
Online evidence of immigration status	Current and valid. Either via the View and Prove service or using the BRP or BRC online service. Issued by the Home Office to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question. Note: this includes the EUSS digital status confirmation