

# **Disclosure and Barring Service Check Documents the applicant must provide**

The person going through a DBS check (the applicant) must give their employer original documents (not copies) to prove their identity.

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The documents needed will depend on the route the application takes. The applicant must try to provide documents from Route 1 first.

## **Route 1**

The applicant must be able to show:

- one document from Group 1
- 2 further documents from either Group 1, or Group 2a or 2b

At least one of the documents must show the applicant's current address

## **Route 2**

If the applicant doesn't have any of the documents in Group 1, then they must be able to show:

- one document from Group 2a
- 2 further documents from either Group 2a or 2b

At least one of the documents must show the applicant's current address. The organisation conducting their ID check must then also use an appropriate external ID validation service to check the application.

## Route 3

Route 3 can only be used if it's impossible to process the application through Routes 1 or 2.

For Route 3, the applicant must be able to show:

- a birth certificate issued after the time of birth (UK and Channel Islands)
- one document from Group 2a
- 3 further documents from Group 2a or 2b

At least one of the documents must show the applicant's current address. If the applicant can't provide these documents they may need to be fingerprinted.

## Group 1: Primary identity documents

| Document  | Notes  |
|---|--|
| Passport  | Any current and valid passport   |
| Biometric residence permit                                | UK   |
| Current driving licence photocard - (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, for example embassies, High Commissions and HM Forces |
| Adoption certificate                                      | UK and Channel Islands   |

## Group 2a: Trusted government documents

| Document  | Notes  |
|---|--|
| Current driving licence photocard - (full or provisional)                             | All countries outside the EU (excluding Isle of Man and Channel Islands) |
| Current driving licence (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 licence  | UK, Channel Islands and Isle of Man                                      |

All driving licences 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  |
| Credit card statement  | UK or EEA                     | Issued in last 3 months  |
| Financial statement, for example pension or endowment        | UK                            | Issued in last 12 months |
| P45 or P60 statement   | UK and Channel Islands        | Issued in last 12 months |

| <b>Document</b>   | <b>Notes</b>  | <b>Issue date and validity</b> |
|---|---|--------------------------------|
| 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, for example Child Benefit, Pension   | UK  | Issued in last 3 months        |
| Central or local government, government agency, or local council document giving entitlement, for example 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            |