

**Proof of Identity Document List**  
**For further guidance please refer to [www.homeoffice.gov.uk/dbs](http://www.homeoffice.gov.uk/dbs)**

	Form reference number
Vacancy Number	Organisation/School and Position
Applicant's Full name	Date of birth

Please use the official DBS continuation sheet if required (additional names / full 5 year address history)

**DOCUMENTS SEEN - MUST BE COMPLETED IN ALL CASES – PLEASE FOLLOW DBS GUIDANCE NOTES**

**GROUP 1 – PRIMARY TRUSTED IDENTITY CREDENTIALS**

Current valid Passport	
Biometric Residence Permit (UK)	
Current Driving Licence (UK) (Full or provisional) Isle of Man/Channel Islands(Photo card and counterpart)	
Birth Certificate issued at time of birth	

**GROUP 2A – TRUSTED GOVERNMENT/STATE ISSUED DOCUMENTS**

Current Non-UK Photo Driving Licence	
Current UK Driving Licence (Photo card or old style paper version)	
Birth Certificate (UK & Channel Islands) issued after time of birth	
Marriage /Civil Partnership Certificate (UK & Channel Islands)	
Adoption Certificate (UK & Channel Islands)	
HM Forces ID Card (UK)	
Fire Arms Licence (UK & Channel Islands)	

**GROUP 2B – FINANCIAL/SOCIAL HISTORY DOCUMENTS**

Mortgage Statement (UK or EEA)**	
Bank/building Society Statement (UK or EEA)*	
Bank/Building Society Account opening Confirmation Letter (UK)	
Credit Card Statement (UK or EEA)*(Non-EEA statements must not be accepted)	
Financial Statement** - e.g. pension, endowment, ISA (UK)	
P45/P60 Statement** (UK & Channel Islands)	
Council Tax Statement (UK & Channel Islands)**	
Work Permit/Visa (UK) (UK Residence Permit)**	
Letter of Sponsorship from future employment provider(Non-UK/Non-EEA only – valid only for applicants residing outside to the UK at time of application).	
Utility Bill (UK)* - Not Mobile Telephone	
Benefit Statement* -e.g. child Allowance, Pension	
A document from Central/Local Government/Government Agency/Local Authority giving entitlement (UK & Channel Islands) * e.g. DWP, Customs & Revenue	
EU National ID Card	
Cards carrying the PASS accreditation logo (UK & Channel Islands)	
Letter from Head Teacher or College Principal (16/17 year olds in full time education)	

- \* Less than 3 months old
- \*\* Issued within last 12 months

<b>Name of Officer</b>	<b>Position</b>

### Route One

Can the applicant produce a Group 1 document? If yes, then the applicant must produce 3 documents:

- 1 document from Group 1 (**refer to list of Valid Identity Documents**); **and**
- 2 further documents from Group 1 or 2; one of which must verify their current address

**If the applicant has satisfied this route, then the document check is complete. If the applicant cannot produce a Group 1 document then go to Route Two.**

### Route Two

The applicant must produce:

3 documents from Group 2 comprising of;

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

As part of the route two processes the ID check will need external validation. This will be provided by an external validation service. It will be the responsibility of the individual school/establishment to contact Procurement for potential service providers as and when necessary.

**ALL Registered Bodies must have exhausted Route One and should have endeavoured to have accessed an external validation check (Route Two) before considering processing them via Route Three.**

If the applicant cannot meet the requirements of Route One or Two you should have a discussion with them to establish why they could not meet these requirements and whether there has been a recent or previous change of name that has not been declared.

For Route Three the applicant must produce:

- A certified copy of a UK birth certificate **and**
- 4 further documents from Group 2 comprising of:
  - 1 document from Group 2a **and**
  - 3 further documents from Group 2a or 2b; one of which must verify their current address.

**If the applicant fails to produce the required document set at Route Three, they will need to go for fingerprinting by the Police. This may add delay into the overall application process.**