

LIST OF VALID IDENTITY DOCUMENTS FOR DBS

PLEASE PROVIDE ORIGINAL DOCUMENTS FROM THE LIST BELOW, PHOTOCOPIES ARE NOT ACCEPTED

Please try to provide at least one document from Group 1 and further documents from Group 2a or 2b.

At least one document must verify your current address and one document should display your date of birth.

Group 1 – Primary Identity Documents

Document	Notes
Passport	Any current and valid passport
Biometric Residence Permit	UK
Current Driving Licence – photo card with counterpart	UK / Isle of Man / Channel Islands (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

Group 2a – Trusted Government Documents

Document	Notes
Current driving licence – old – style paper version	UK
Current photo driving licence	Non-UK licences must be valid for up to 12 months from the date the applicant entered the UK
Birth certificate – issued after time of birth	UK and Channel Islands
Marriage / Civil partnership certificate	UK and Channel Islands
Adoption Certificate	UK and Channel Islands
HM Forces ID Card	UK
Firearms licence	UK, Channel Islands & Isle of Man

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 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
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 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
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 to 19 years old in full time education – only used in exceptional circumstances if other documents cannot be provided	Must still be valid

