

ACCEPTABLE ID DOCUMENTS FOR VERIFYING IDENTITY FOR A DBS CHECK

NAME:..... E-mail:

NATIONALITY (please tick the appropriate box below):

UK EEA (please refer to List 1 on Pages 1-2 for acceptable ID) OR
 NON-UK/EEA (please refer to List 2 on Pages 3-5 for acceptable ID)

Applicants must:

1. Present original documents only.
2. UK/EEA nationals only: From **List 1** provide one document from Group 1 and a further two documents from Group 1, 2a or 2b. Please note one document must verify their current address and one document must verify their date of birth.
3. Non-UK-EEA nationals, paid work only: From **List 2** provide one document from the Primary Documents section and two documents from the Support Documents section. Please note one document must verify the applicant's current address.

LIST 1 (UK & EEA NATIONALS ONLY)

Group 1: Primary Identity Documents

Document	Notes	Original document seen by HR or Line Manager (please tick appropriate section and sign & date copied documents)
Passport	Any current and valid passport	
Biometric residence permit	UK	
Current driving licence – photo card (full or provisional)	UK/Isle of Man/Channel Islands and EEA. Please note date of entry into the UK will need to be provided for non UK photo cards	
Birth certificate - issued within 12 months of birth	UK and Channel Islands – including those issued by UK authorities overseas, eg Embassies, High Commissions and HM Forces	
Adoption Certificate	UK and Channel Islands	

Group 2a: Trusted Government Documents

Document	Notes	Original document seen by HR or Line Manager (please tick appropriate section and sign & date copied documents)
Current driving licence – photo card (full or provisional)	All countries outside the EEA (excluding Isle of Man and Channel Islands). Please note date of entry into the UK will need to be provided for non UK photo cards	
Current driving licence – paper version (i.e. issued before 1998) (full or provisional)	UK/Isle of Man/Channel Islands and EEA. Please note date of entry into the UK will need to be provided for non UK driving licences	
Birth certificate – issued more than 12 months after birth	UK, Isle of Man and Channel Islands	
Marriage/civil partnership certificate	UK and Channel Islands	
Immigration document, visa or work permit	Issued by a country outside the EEA. Valid only for roles whereby the applicant is living and working outside of the UK. Visa/permit must relate to the non EEA country in which the role is based	
HM Forces ID card	UK	
Firearms licence	UK and Channel Islands and Isle of Man	

All driving licences must be valid (<https://www.gov.uk/driving-nongb-licence>)

(List 1 continued) Group 2b: Financial and social history documents

Document	Notes	Issue date and validity	Original document seen by HR or Line Manager (please tick appropriate section and sign & date copied documents)
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 statement	Countries outside the EEA. Branch must be in the country where the applicant 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 or EEA	Issued in last 3 months	
Financial statement, eg 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/statement (e.g. electricity, gas, water or telephone)	UK – not mobile telephone bill	Issued in last 3 months	
Benefit statement, eg Child Benefit, Pension	UK	Issued in last 3 months	
Central or local government, government agency, or local council document giving entitlement, eg from the Department for Work and Pensions, the Employment Service, HMRC *	UK and Channel Islands	Issued in last 3 months	
Central or local government, government agency, or local council document giving entitlement, eg from the Department for Work and Pensions, the Employment Service, HMRC*	UK and Channel Islands *Please note if two documents provided in total under this category they must be from different sources.	Issued in last 3 months	
EEA National ID card	-	Must still be valid	
Irish Passport card	Cannot be used with an Irish passport	Must still be valid	
Cards carrying the PASS accreditation logo	UK and Channel Islands	Must still be valid	
Letter from Head Teacher or College Principal from a UK Institution	UK - for 16 to 19 year olds in full time education - only used in	Must still be valid	

	exceptional circumstances if other documents cannot be provided		
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LIST 2 (NON-UK & NON-EEA NATIONALS, PAID WORK ONLY)

Primary Documents (provide one document from this section)

Document	Notes	Original document seen by HR or Line Manager (please tick appropriate section and sign & date copied documents)
A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland	UK	
A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK	UK	
A current passport endorsed to show that 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	Any current and valid passport	
A current Immigration Status Document 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	UK	
A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question	Any current and valid passport	
A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question	UK	
A current Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence	UK	
A current Immigration Status Document 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	UK	
A Certificate of Application issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old together with a Positive Verification Notice from the Home Office Employer Checking Service	UK	
An Application Registration Card 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	UK	

SUPPORTING DOCUMENTS (provide two documents from any group below)

Group 1

Document	Notes	Original document seen by HR or Line Manager (please tick appropriate section and sign & date copied documents)
Passport	Any current and valid passport	
Biometric residence permit	UK	
Current driving licence – photo card (full or provisional)	UK/Isle of Man/Channel Islands and EEA. Please note date of entry into the UK will need to be provided for non UK photo cards	
Birth certificate - issued within 12 months of birth	UK and Channel Islands – including those issued by UK authorities overseas, eg Embassies, High Commissions and HM Forces	
Adoption Certificate	UK and Channel Islands	

A passport or biometric residence permit can only be used as a supporting document if it has not already been used as a Primary Document.

Group 2a

Document	Notes	Original document seen by HR or Line Manager (please tick appropriate section and sign & date copied documents)
Current driving licence – photo card (full or provisional)	All countries outside the EEA (excluding Isle of Man and Channel Islands). Please note date of entry into the UK will need to be provided for non UK photo cards	
Current driving licence – paper version (i.e. issued before 1998) (full or provisional)	UK/Isle of Man/Channel Islands and EEA. Please note date of entry into the UK will need to be provided for non UK driving licences	
Birth certificate – issued more than 12 months afterbirth	UK, Isle of Man and Channel Islands	
Marriage/civil partnership certificate	UK and Channel Islands	
Immigration document, visa or work permit (for applicants living and working outside the UK)	Issued by the country where the role is based	
HM Forces ID card	UK	
Firearms licence	UK and Channel Islands and Isle of Man	

All driving licences must be valid (<https://www.gov.uk/driving-nongb-licence>)

Group 2b

Document	Notes	Issue date and validity	Original document seen by HR or Line Manager (please tick appropriate section and sign & date copied documents)
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 statement (for applicants living and working outside the UK)	Countries outside the EEA. Branch must be in the country where the applicant 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 or EEA	Issued in last 3 months	
Financial statement, eg 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/statement (e.g. electricity, gas, water or telephone)	UK – not mobile telephone bill	Issued in last 3 months	
Benefit statement, eg Child Benefit, Pension	UK	Issued in last 3 months	
Central or local government, government agency, or local council document giving entitlement, eg from the Department for Work and Pensions, the Employment Service, HMRC *	UK and Channel Islands	Issued in last 3 months	
Central or local government, government agency, or local council document giving entitlement, eg from the Department for Work and Pensions, the Employment Service, HMRC*	UK and Channel Islands *Please note if two documents provided in total under this category they must be from different sources.	Issued in last 3 months	
EEA National ID card	-	Must still be valid	
Irish Passport card	Cannot be used with an Irish passport	Must still be valid	
Cards carrying the PASS accreditation logo	UK and Channel Islands	Must still be valid	
Letter from Head Teacher or College Principal from a UK Institution	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	