

Identity Documents List for DBS (Disclosure and Barring Service) Disclosure Application;
If you hold a registered portable DBS, please still provide original ID documents at interview

How many documents do I need to produce? 3 documents (one must be from Group 1 and any two from either group 1 or group 2). If you cannot provide any document from group 1 you will need to provide 3 documents (one from group 2a and 2 further documents from Group 2a or 2b one of which must verify your current address). There is a further route which would need to be discussed if necessary as a last resort.

Group 1. (primary trusted identity credentials)

- Current valid Passport (If not in current name – i.e. maiden name we will need original UK marriage certificate/deed poll certificate to support name change)
- Biometric Resident Permit (UK)
- UK Driving Licence (full or provisional) Isle of Mann/Channel Islands; photo card ID version only
- UK & Channel Islands Birth Certificate – issued within 12 months of birth – full or short form including those issued by UK authorities overseas, such as embassies, high commissions and HM Forces.

Group 2a. – Trusted Government/State Issued Documents

- Current UK Driving Licence (old style paper version)
- Birth Certificate (UK and Channel Islands) – issued after the time of birth by the General Register Office/relevant authority i.e. Registrars – Photocopies are not acceptable.
- Marriage/Civil Partnership certificate (UK and Channel Islands)
- Adoption Certificate (UK and Channel Islands)
- HM Forces ID Card (UK)
- Fire Arms Licence (UK and Channel Islands)

Group 2b. – Financial/Social History Documents

- Mortgage Statement (UK or EEA only)**
- Financial statement ** e.g. pension, endowment, ISA (UK)
- Credit Card Statement (UK or EEA only)*
- P45/P60 statement ** (UK and Channel islands)
- Bank/Building society statement (UK or EEA only)*
- Bank/Building society account opening confirmation letter (UK)
- Council Tax Statement (UK and Channel Islands)**
- Work Permit/Visa (UK) (UK & Channel Islands)**
- Utility Bill* - electricity, gas, water, telephone –not including mobile phone contract/bill
- NHS Card (UK & Channel Islands)
- Benefit statement * - e.g. Child Allowance, Pension
- A document from central/local government/government agency/local authority giving entitlement (UK & Channel Islands)* e.g. from the dept. of works & pensions, the employment service, customs & revenue, job centre, job centre plus, social security
- EU National ID Card
- Cards carrying the PASS accreditation logo (UK and Channel Islands)

Denoted with * it should be less than three months old

Denoted with ** it should be issued within the past 12 months

Not denoted – it can be more than 12 months old

At least one document must confirm your current address and at least one document must confirm your date of birth.

Please note that we will need all your names used and date (month and year) of changes i.e. on marriage.

Please note that we will need all your address history for a full five years prior to date of application, so have your details ready when you bring documents to the office.