Site Issues

What ID do I need to provide for a DBS check

The person going through a DBS check - 'the applicant' - must **give their employer original documents** proving their identity. 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:

- 1 document from Group 1, below
- 2 other documents from either Group 1 or Group 2a or 2b, below

At least 1 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:

- 1 document from Group 2a
- 2 other documents from either Group 2a or 2b

At least 1 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 hasn't been possible 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)
- 1 document from Group 2a
- 3 further documents from Group 2a or 2b

At least 1 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

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Document Notes
Biometric residence permit UK

Current driving licence - photo card with UK/Isle of Man/Channel Islands (full or

counterpart

Birth certificate - issued at time of birth UK and Channel Islands - including those

issued by UK authorities overseas, eg Embassies, High Commissions and HM

Forces

provisional)

Group 2a: Trusted government documents

Document Notes
Current driving licence – old-style paper UK

version

Current photo driving licence Non-UK licences must be valid for up to

12 months from the date the applicant

Issued in last 3 months

entered the UK

UK and Channel Islands

Birth certificate – issued after time of

birth

Central or local

government, government

Marriage/civil partnership certificate

UK and Channel Islands

Adoption certificate

UK and Channel Islands

HM Forces ID card UK

Firearms licence UK, Channel Islands and Isle of Man

Group 2b: Financial and social history documents

Document Mortgage statement Bank or building society statement	Notes UK or EEA UK and Channel Islands or EEA	Issue date and validity Issued in last 12 months 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	Non-UK or non-EEA only -	Must still be valid
future employment	valid only for applicants	
provider	residing outside of the UK	
	at time of application	
Utility bill	UK – not mobile telephone bill	Issued in last 3 months
Benefit statement, eg Child	UK	Issued in last 3 months
Benefit, Pension		

UK and Channel Islands

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Document agency, or local council document giving entitlement, eg from the Department for Work and Pensions, the Employment Service, HMRC EU National ID card

Cards carrying the PASS accreditation logo

Letter from Head Teacher or College Principal

Notes Issue date and validity

Must still be valid

UK and Channel Islands

Must still be valid UK - for 16 to 19 year olds in full time education - only

used in exceptional circumstances if other documents cannot be

provided

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