

DBS information

What important things must I remember?

You must only provide valid, current and original documentation.

You must not provide photocopies.

You must not provide documentation printed from the internet e.g. internet bank statements.

You should where possible, provide photographic identity (e.g. passport, new style driving licence, etc.).

All documents must be in your current name as recorded in Section A

One document must confirm your date of birth as recorded in Section A.

You must provide at least one document to confirm your current address as recorded in Section B.

You must provide a full and continuous address history covering the last 5 years. Where possible, you should provide documentation to confirm this address history.

You must declare all previous changes of name. Where possible, you should provide documentary proof to support the change of name.

You must provide **either**:

Route 1 - 3 documents

- 1 document from Group 1 (refer to list of Valid Identity Documents) **and**
- 2 further documents from Group 1, Group 2a or 2b. One document must verify your current address.

EEA National (Non-UK) that has been resident in UK for five years or less, the identity shall be validated via Route 1 through checking the current passport or current UK driving licence (photocard only) plus two further documents.

All Non-EEA Nationals shall be validated through Route 1 only.

Route 2 - 3 documents

- 1 from Group 2a **and**
- 2 further from Group 2a or Group 2b - one of which must verify your current address.

Only one document from each of the subgroups in Group 2 should be included in the document count e.g. do not provide two bank statements as two of the required documents, if they are from the same bank.

Once the identity documents have been received, the Council will ensure that an appropriate external ID validation service is used to check the applicant against the records to establish the applicants name and living history footprint.



List of Valid Identity Documents

Group 1 - Primary Identity Credentials

Document	Notes
Passport	Any current and valid passport
Biometric residence permit	UK
Current driving licence photo card	UK/Isle of Man/Channel Islands and EEA (full or provisional)
Birth certificate – issued within 12 months of birth	UK, Isle of Man and Channel Islands – including those issued by UK authorities overseas, e.g. embassies, High Commissions and HM Forces
Adoption certificate	UK and Channel Islands

Group 2a - Trusted Government Documents

Document	Notes
Current driving licence photo card	All countries outside the EEA (full or provisional)
Current driving licence – paper version	UK/Isle of Man/Channel Islands and EEA (full or provisional).
Birth certificate – issued after time of birth	UK, Isle of Man and Channel Islands
Marriage/civil partnership certificate	UK and Channel Islands
HM Forces ID card	UK
Firearms licence	UK, Channel Islands and Isle of Man

All driving licences must be valid.

Group 2b - Financial / 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

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
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, Isle of Man and Channel Islands	Must still be valid.
Letter from head teacher or college principal	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

This list is subject to amendment.

Last updated April 2019

