



Basic DBS ID requirements

2019

The combination of documents presented must confirm the applicant's name, address and date of birth. If this can't be achieved within 2 documents a third can be selected.

Route 1 (For all applicants except non-EEA national applicants needing a DBS check for paid work in the UK)

The applicant must be able to show the following:

- 1 document from Group 1, below; and
- 1 further document from either Group 1, or Group 2a or 2b, below

Route 1a (For non-EEA national applicants needing a DBS check for paid work in the UK)

The applicant must be able to show the following:

- 1 document from Group 1a, below; and
- 1 further document from either Group 1, Group 2a or 2b, below

Route 2 (For all applicants except non-EEA national applicants needing a DBS check for paid work in the UK)

If the applicant doesn't have any of the documents in Group

- they must be able to show: 1 document from Group 2a and
- further documents from either Group 2a or 2b

Group	Document	
Group 1:	Passport	Any current and valid passport
	Current biometric residence permit	UK
	Current driving licence photocard - (full or provisional)	UK, Isle of Man, Channel Islands and EEA
	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 1a:	A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating 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 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 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 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 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
	Applicants providing one of the following documents must also provide a current valid Passport:	

	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 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
Group 2a	Current driving licence photo-card - (full or provisional)	All countries outside the EEA (excluding Isle of Man and Channel Islands)
	Current driving licence (full or provisional) - paper version (if issued before 1998)	UK, Isle of Man, Channel Islands and EEA
	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
	Non EEA Immigration Document/Visa/Work permit	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

Group 2b	Mortgage statement	UK or EEA. Issued in last 12 months.
	Bank or building society statement	UK, Channel Islands or EEA. Issued in last three months.
	Bank or building society account opening letter	UK. Issued in last three months.
	Credit card statement	UK or EEA. Issued in last three 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.
	Letter of sponsorship from future employment provider	Non-UK or non-EEA only - valid only for applicants residing outside the UK at time of application. Must be valid.
	Utility bill	UK - not mobile telephone bill. Issued in last three months.
	Benefit statement, eg Child Benefit, Pension	UK. Issued in last three 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 three months.
	EEA National ID card	Must still be valid
	Cards carrying the PASS accreditation logo	UK, Isle of Man and Channel Islands. Must 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.
Non EEA Bank or building society statement	Valid only for roles whereby the applicant is living and working outside of the UK. Statement must relate to a bank or building society from the non EEA country in which the role is based.	

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