

**DBS Approved ID Documents list and  
Evidence checking Routes to verify a DBS applicant's Identity.**

**Route 1 – must always wherever possible go down this route**

The applicant must be able to show:

- x1 document from Group 1 list (below),
- x2 further documents from either Group 1, or Group 2a or 2b (below).

**Note:** At least one of the documents must show the applicant's current address.

**Route 2 – only if the applicant cannot produce a Group 1 Id document**

If the applicant doesn't have any of the documents in Group 1, then they must be able to show:

- x1 document from Group 2a
- x2 further documents from either Group 2a or 2b
- x1 External ID check against the living history footprint (a **PASS** result)

\*\* At least one of the Group 2 documents must show the applicant's current address.

We are setup to process an External ID check for the applicant. We need the applicant to sign a consent form and return back to us, in order to continue. There is a £15 charge to process this check.

**Route 3 – If the applicant has failed the ID check confirmation.**

Route 3 can only be used if it's impossible to process the application through Routes 1 or 2.

For Route 3, the applicant must be able to show:

- x1 Birth certificate issued after the time of birth (**UK and Channel Islands only**)
- x1 other document from Group 2a
- x3 further documents from Group 2a or 2b

At least one of the documents must show the applicant's current address. If the applicant can't provide these documents they may need to be fingerprinted.

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**If you cannot proceed to validate the Identity using Route 1 – 3 above:**

The applicant needs to fill out a paper DBS application and on the back where it asks if you have confirmed the applicant's identity (**W59 question**), must be marked "**NO**".

Once we have sent the application to the DBS, the applicant will then be sent a request to have their fingerprints taken at their local police station, before the application can continue.

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## Group 1: Primary identity documents

Document	Notes
Passport	Any current and valid passport
Biometric residence permit	UK
Current driving licence photocard - (full or provisional)	UK, Isle of Man, Channel Islands and EU
Birth certificate - issued within 12 months of birth	UK, Isle of Man and Channel Islands - including those issued by UK authorities overseas, (for example embassies, High Commissions and HM Forces)
Adoption certificate	UK and Channel Islands

All driving licences must be [valid](#). - Current name and address showing on the application and

## Group 2a: Trusted government documents

Document	Notes
Current driving licence photocard - (full or provisional)	All countries outside the EU (excluding Isle of Man and Channel Islands)
Current driving licence (full or provisional) - paper version (issued before 1998)	UK, Isle of Man, Channel Islands and EU
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 and 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, for example 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	UK - not mobile telephone bill	Issued in last 3 months
Benefit statement, for example Child Benefit, Pension	UK	Issued in last 3 months
Central or local government, government agency, or local council document giving entitlement, for example from the Department for Work and Pensions, the Employment Service, HMRC	UK and Channel Islands	Issued in last 3 months
EU National ID card	-	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	

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If you have any queries please contact us on the number below.