



PLEASE SEND A MINIMUM OF 3 DOCUMENTS!



WHICH DOCUMENTS DO THE DBS ACCEPT?

Group 1 – Primary Trusted Identity Credentials

- **Current Valid Passport** (UK or foreign)
- **Biometric Residence Permit** (UK)
- **Valid Photocard Drivers Licence** (UK)
*Full or provisional. ⚠ Both parts are required - photocard **plus** paper counterpart. ⚠
Non-photocard licences are a Group 2a document.*
- **Birth Certificate (Original)** (UK and Channel Islands)
*Only certificates issued within 12 months of date of birth.
Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces. Photocopies are not acceptable.*

Group 2a – Trusted Government/State Issued Document

- **Current UK Driving Licence**
Old style paper version.
- **Current Non-UK Photo Driving Licence**
Valid for up to 12 months from the date the applicant entered the UK.
- **Birth Certificate (Non-Original)**(UK and Channel Islands)
*Issued more than 12 months after the date of birth by the General Register Office/relevant authority i.e. registrars.
Photocopies are not acceptable.*
- **Marriage/Civil Partnership Certificate** (UK and Channel Islands)
- **HM Forces ID Card** (UK)
- **Fire Arms Licence** (UK and Channel Islands)
- **Adoption Certificate** (UK and Channel Islands)

Group 2b – Financial/Social History Documents

- **Mortgage Statement**^{**} (UK or EEA - Non EEA statements cannot be accepted)
- **Bank/Building Society Statement**^{*} (UK or EEA - Non EEA statements cannot be accepted. Only one per Bank or Building Society. Online statements must be printed, stamped and dated by the Bank/Building Society)
- **Bank/Building Society Account Opening Confirmation Letter**
- **Credit Card Statement**^{*} (UK or EEA - Non EEA statements cannot be accepted)
- **Financial Statement**^{**} (UK)
e.g. Pension, endowment, ISA
- **Utility Bill**^{*}
Not mobile telephone or TV licence. One per organisation.
- **Benefit Statement**^{*}
e.g. Child allowance, pension.
- **Council Tax Statement**^{**} (UK and Channel Islands)
- **Card carrying the PASS accreditation logo** (UK and Channel Islands)
- **P45/P60 Statement**^{**} (UK and Channel Islands) *Not payslips.*
- **EU National ID Card**^{**}
- **Work Permit/Visa**^{**} (UK Residence permit)
- **Letter of Sponsorship from future employment provider** (Non-UK, non-EEA only)
Valid only for applicants residing outside of the UK at time of application.
- **Letter from a Head Teacher or College Principal** (UK)
*Only for 16-19 year olds in full time education.
Only used in exceptional circumstances when all other documents have been exhausted.*
- **A document from Central/Local Government, a Government agency or Local Authority giving entitlement** (UK)^{*}
e.g. from The Department of Work & Pensions, the Employment Service, Customs & Revenue, Job Centre.

If a document is denoted with:

- * It must be less than 3 months old
- ** It must be less than 12 months old

Return of original identity documents sent to Due Diligence Checking Ltd.

Where DDC is undertaking the original document checks, the processed ID documents will be posted back to the applicant's contact address within two working days of receipt, using Royal Mail's 'Tracked Delivery' service. This uses the same tracking system as their 'Special Delivery' service, but takes 2-3 days. A signature will be required on return delivery, unless the opt-out box on the DDC application form is ticked.

List of European Economic Area (EEA) Countries

EEA citizens are those from: Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Republic of Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, The Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden plus Switzerland



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WHAT DOCUMENTS DO I NEED?

The DBS require that applicants present original documents with their completed form. The acceptable documents are listed overleaf.

Route 1

Route 1 requires a **minimum** of **three** documents:

- At least one document must be from Group 1 (Passport or Drivers Licence taking priority).
- All documents must be within the date limits indicated overleaf.
- At least one document must show your date of birth.
- At least one document must show your current address.
- All documents must be in your current name (although statements and letters can be in joint names, provided yours is clearly identifiable.)

If you have a Passport and/or UK Photocard Drivers Licence that is both **in date** and carries your **current name**, the DBS require that you provide these details on the application form and submit the **original** of at least one of these documents for checking. If you **do not** have a valid Passport or UK Photocard Drivers Licence in your current name, but do have one or more of the other Group 1 documents (Biometric Residence Permit or valid Birth Certificate - see overleaf), then you can submit these documents as an **alternative**.

Please note : ⚠ A valid Photocard Licence consists of the photocard **plus** a paper counterpart. If the card does not show your current address, it can still be used as Group 1 document. ⚠

If you are a British citizen or a citizen of an EEA country* but do not possess a document from Group 1 you can use Route 2.

Route 2

Route 2 requires that you submit at least **1 document** from **Group 2a**, plus **two** additional documents from any group. There should be 3 documents in total. All documents must be in your **current name** and at least one document must show your **date of birth** and one document must show your **current address**.

Route 2 also requires that we undertake an **identity verification check** with an independent third party. ** If you need to use this route, you must sign in the box below and return this sheet. If you are paying for the Disclosure yourself, please add £6.00 (£5.00 +VAT) to the total, to cover the cost of the identity verification check.

Consent for DDC to undertake an Identity Verification Check with Experian Limited

In order to process your DBS application we will attempt to verify your identity using a third party (Experian Limited). The agency will check the name, address and date of birth you have supplied against any particulars on any database (public or otherwise) to which they have access. A record of the search will be retained, but will not be visible to other parties or affect your credit record.

I confirm that I do not possess any of the documents listed in Group 1 (overleaf) and give my consent for the third party Identity Verification Check to be undertaken.

Signed Print Name Date

If you are a citizen from an EEA country but Experian Ltd. are unable to verify your identity (e.g. due to insufficient data on their systems), we will contact you to discuss alternative routes for obtaining a Disclosure.

⚠ The following step may not be required, but could help to speed up your application: ⚠

If you are a British citizen using Route 2 and have a non-original UK Birth Certificate, we ask that you include this document with your other Route 2 documents, plus an additional document from any group. There should be 5 documents in total. If your Experian check is unsuccessful, these 5 documents may be sufficient to allow your application to proceed. This option is only available if Route 2 fails.

Insufficient Documentation for Route 1 or 2

If you cannot provide sufficient documentation to meet the above requirements, please call us on 0845 6443298 to discuss the situation. As a last resort, applications can be submitted without documentation, provided they are made on the official DBS paper application form, which we will need to send you. You will also need to undergo fingerprinting at a local police station. This will be arranged by the DBS, and may cause significant delay.

* Countries listed overleaf

** We use Experian Limited, though we do not request or receive any credit information