**When completing your DBS application form you will need to provide 3 pieces of original ID, using the following options as reference:**

**Option 1 – 3** documents from Group 1 **OR** at least **1** document from Group 1 and **2** from Group 2a/2b

**Option 2** – **1** document from Group 2a and **2** documents from Group 2b

**Group 1**

Passport – Any current & valid passport

Birth Certificate issued within 12 months of birth – UK, Isle of Man & Channel Islands – including those issued by UK authorities overseas eg. Embassies, High Commissions & HM Forces.

Current Driving Licence Photocard (full or provisional) – UK, Isle of Man, Channel Islands & EEA. From 8 June 2015 the paper counterpart to the photocard driving licence is not valid and is no longer issued by DVLA.

Driving licence **MUST** be valid.

Biometric Residence Permit – UK.

Adoption Certificate – UK & Channel Islands

**Group 2a**

**2a.1** Current Driving Licence Photocard (full or provisional) – All countries outside the EEA (excluding Isle of Man & Channel Islands). Licence **MUST** be valid

**2a.2** Current Driving Licence paper version if issued before 1998 (full or provisional) – UK, Isle of Man, Channel Islands & EEA. Licence **MUST** be valid.

**2a.3** Birth Certificate issued after the time of birth – UK, Isle of Man & Channel Islands. \*

**2a.4** Marriage/Civil Partnership Certificate – UK & Channel islands.

**2a.5** HM Forces ID Card – UK.

**2a.6** Fire Arms Licence – UK, Channel Islands & Isle of Man.

**2a.7** Immigration document, visa or work permit – Issued by a country outside the EEA. 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**

**2b.1** Mortgage Statement issued in last 12 months – UK or EEA.

**2b.2** Bank/Building Society Statement issued in last 3 months – UK & Channel Islands or EEA.

**2b.3** Bank/Building Society Statement issued in last 3 months – Countries outside the EEA (branch must be in the country where the applicant lives and works).

**2b.4** Bank/Building Society account opening confirmation letter issued in last 3 months – UK.

**2b.5** Credit Card Statement issued in last 3 months - UK or EEA.

**2b.6** Financial Statement e.g. pension, endowment issued in last 12 months – UK.

**2b.7** Letter of Sponsorship from future employment provider – Non-UK or non EEA only (valid only for applicants residing outside UK at time of application – must still be valid).

**2b.8** P45/P60 Statement issued in last 12 months – UK & Channel Islands. **\***

**2b.9** Council Tax Statement issued in last 12 months – UK & Channel Islands

**2b.10** Utility Bill (**Not Mobile Phone)** issued in last 3 months – UK.

**2b.11** Benefit Statement e.g. Child Allowance, Pension issued in last 3 months – UK.

**Documents that are not accepted:**

NHS Card (UK)

National Insurance Card (UK)

Exam Certificate e.g. GCSE, NVQ, O Levels, Degree

TV Licence

Insurance Certificate

Disclosure Scotland Certificate

CRB Certificate

Vehicle Registration Document

Addressed Payslip

General Medical Council (GMC) Certificate

Connexions Card

Mail Order Catalogue Statement/Card Statement

Store Card Statement

Court Claim Form (UK)

Document issued by Court Services

Mobile Phone Bill

Convention Travel Document (CTD) Blue

Certificate of Identity (CID) Brown

Stateless Person’s Document (SPD) Red

Application Registration Card (ARC)

Certificate of British Nationality (UK)

Car Insurance Policy