DBS IDENTITY TICK LIST

GROUP 1	Tick
Current Valid Passport Any current and valid passport	
Biometric Residence Permit UK	
Current Valid Driving Licence UK (Full or provisional) Isle of Man /Channel Islands and EU; Photo card only	
Birth Certificate UK & Channel Islands - issued at time of birth, including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces	
Adoption Certificate UK and Channel Islands	
GROUP 2a	**Tick**
Current Valid Driving licence Full or provisional photo card issued outside the EU	
Current Valid Driving licence Full or provisional old style paper version is issued before 1998 - UK, Isle of Man, Channel Islands and EU	
Birth Certificate UK & Channel Islands - issued after time of birth	
Marriage/Civil Partnership Certificate UK and Channel Islands	
HM Forces ID Card UK	
Fire Arms Licence UK, Channel Islands and Isle of Man	
GROUP 2b	**Tick**
Mortgage Statement UK or EEA - issued within the past 12 months	
Bank/Building Society Statement UK, Channel Islands or EU - issued within past three months	
Bank/Building Society account opening confirmation letter UK - issued within past three months	
Credit Card Statement UK or EEA - issued within past three months	
Financial Statement UK - e.g. pension, endowment, ISA - issued within the past 12 months	
P45/P60 Statement UK & Channel Islands - issued within the past 12 months	
Council Tax Statement UK & Channel Islands - issued within the past 12 months	
Work Permit/Visa UK (UK Residence Permit) - 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 - issued within last three months (Not a mobile telephone)	
Benefit Statement UK - e.g. Child Allowance, Pension - issued within last three months	
A document from Central/Local Government/Government Agency/Local Authority giving entitlement UK & Channel Islands eg from the Department for Work and Pensions, the Employment Service, Customs & Revenue, Job Centre, Job Centre Plus, Social Security - less than three months old	
EU National ID Card Must still be valid	
Cards carrying the PASS accreditation logo UK and Channel Islands - must still be valid	
Letter from headteacher or college principal - UK for 16-19 year olds in full time education; only use in exceptional circumstances if other documents cannot be provided - must still be valid	
Change of name documents - for any changes in name	

Combinations of documents required:

Route One - where the applicant **can** provide any documents from Group 1:
 	
    1 document from Group 1; **and**
 	
    2 further documents from Group 1 or 2a or 2b; one of which must verify your current address

Route Two - where the applicant **cannot** provide any documents from Group 1:
 	
    1 document from Group 2a; **and**
 	
    2 further documents from Group 2a or 2b; one of which must verify your current address; **and**
 	
The organisation conducting the ID check will then need to ensure an external ID validation service is used to check the applicant against their records to establish the applicant's name and living history footprint
 	
If the applicant <u>fails</u> the external validation check, they will need to go for fingerprinting at the Police Station. This may add delay into the overall application process.

Route Three - where you applicant **cannot** meet the requirements of Route One or Two, you should have a discussion with them to establish why they could not meet these requirements and whether there has been a recent or previous change of name that has not been declared. For Route Three, the applicant must produce:

Birth certificate (UK and Channel Islands) issued after time of birth by relevant authority ; **and**

4 further documents from Group 2 comprising of:

1 document from Group 2a; **and**

3 further documents from Group 2a or 2b; one of which must verify their current address

If the applicant <u>fails</u> to produce the required document set at Route Three, they will need to go for fingerprinting. This may add delay into the overall application process.