



SAFEGUARDING –DISCLOSURE CERTIFICATE APPLICATION

Which ID documents do I need?

This list shows the type of ID documents that are acceptable for a DBS application, and the timeframe within which documents must be dated.

Step 1: Can you produce one current valid form of ID from the list of Group 1 documents below?

Group 1 - Primary Trusted Identity Credentials

- Current valid Passport
- Biometric Residence Permit (UK)
- Current Driving Licence (UK) (Full or provisional) Isle of Man /Channel Islands;
 - Photo card only (a photo card is only valid if the individual presents it with the associated counterpart licence; except Jersey)
- Birth Certificate (UK and Channel Islands) - issued at the time of birth;
 - Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces (No photocopies)

Yes – I can produce a current valid form of ID from Group 1 ► Please continue to Step 2

No – I cannot produce a current valid form of ID from Group 1 ► Please contact the Safeguarding Adviser for advice

Step 2: In addition to your first current valid form of ID from Group 1, can you produce another two forms of ID from either Group 1 or Group 2, one of which must show your current address?

Remember - please check the date of your documents to see if it is valid. If a document in the List of Valid Identity Documents is:

- denoted with * - it should be less than three months old
- denoted with ** - it should be issued within the past 12 months
- not denoted - it can be more than 12 months old.

Group 2a - Trusted Government/State Issued Documents

- Current UK Driving licence (old style paper version)
- Current Non-UK Photo Driving Licence (valid only for applicants residing outside of the UK at time of application)
- Birth Certificate (UK and Channel Islands) - (issued after the time of birth by the General Register Office/relevant authority i.e. Registrars - Photocopies are not acceptable)
- Marriage/Civil Partnership Certificate (UK and Channel Islands)
- Adoption Certificate (UK and Channel Islands)
- HM Forces ID Card (UK)
- Fire Arms Licence (UK and Channel Islands)



Group 2b - Financial/Social History Documents

- Mortgage Statement (UK or EEA)** (Non-EEA statements must not be accepted)
- Bank/Building Society Statement (UK or EEA)* (Non-EEA statements must not be accepted)
- Bank/Building Society Account Opening Confirmation Letter (UK)
- Credit Card Statement (UK or EEA)* (Non-EEA statements must not be accepted)
- Financial Statement ** - e.g. pension, endowment, ISA (UK)
- P45/P60 Statement ** (UK & Channel Islands)
- Council Tax Statement (UK & Channel Islands) **
- Work Permit/Visa (UK) (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)
- Utility Bill (UK)* - Not Mobile Telephone
- Benefit Statement* - e.g. Child Allowance, Pension
- A document from Central/ Local Government/ Government Agency/ Local Authority giving entitlement (UK & Channel Islands)*- e.g. from the Department for Work and Pensions, the Employment Service, Customs & Revenue, Job Centre, Job Centre Plus, Social Security
- EU National ID Card
- Cards carrying the PASS accreditation logo (UK and Channel Islands)
- Letter from Head Teacher or College Principal (16-19 year olds in full time education -- only used in exceptional circumstances when all other documents have been exhausted)

Yes – I can produce another 2 current valid forms of ID from either Group 1 or 2 and one of these shows my current address ► Please continue to Step 3

No – I cannot produce another 2 current valid forms of ID from either Group 1 or 2 or one which shows my current address ► Please contact the Safeguarding Adviser for advice

Step 3: Double check your 3 forms of ID and summarise them here:

My Group 1 form of ID is:

and is: current and valid

My 2nd form of ID is:

and is: current and valid

My 3rd form of ID is:

and is: current and valid

and: shows my current address