

DBS – List of Valid ID Documents

What identity documents can be used to complete the ID check?

Three documents in total must be seen; one document must come from Group 1 and a further two documents from Group 1, 2a or 2b. **The combination of documents presented must confirm the applicant's name, address and date of birth.**

List of Valid Identity Documents

Group 1 – Primary Identity Documents

- Current valid Passport - Any current and valid passport. A UK passport can be expired up to a maximum of 6 months.
- e-Visa - Accessed via the 'View and Prove' service. The share code requested by the applicant should be an 'immigration status' share code. If you do not have a UKVI account to access your eVisa you can create one online ([Get access to your online immigration status \(eVisa\) - GOV.UK](#))
- Biometric Residence Permit (UK) - A BRP showing Indefinite Leave to Remain, Indefinite Leave to Enter or No Time Limit can be used up to 18 months past the expiry date of the BRP.
- Application Registration Card (ARC) - Issued by the Home Office. Must be checked against the Home Office Employer Checking Service.
- Current driving licence photocard - Current and valid photocard driving licence issued by UK, Isle of Man, and Channel Islands.
- 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. Must be original birth certificate)
- Adoption certificate (UK and Channel Islands)

Group 2a – Trusted Government Documents

- Current driving licence photocard- All countries outside the UK (excluding Isle of Man and Channel Islands))
- Current Driving licence - paper version (if issued before March 2000) UK, Isle of Man, and Channel Islands. For a paper licence to be valid it must be issued before March 2000 and all information, including name and address, must be up to date
- Birth Certificate - issued more than 12 months after time of birth (UK, Isle of Man and Channel Islands)
- Marriage/Civil Partnership Certificate (UK and Channel Islands)
- Immigration document, visa, or work permit (Issued by a country outside the UK. Valid only for roles whereby the applicant is living and working outside of the UK. Visa/permit must relate to the non-UK country in which the role is based)
- HM Forces ID card or HM Armed Forces Veteran card (UK)
- Firearms Licence (UK, Isle of Man / Channel Islands)

Group 2b – Financial and Social History Documents

- Mortgage Statement (UK - issued in the last 12 months)
- Bank/Building Society Statement (UK, Channel Islands – Issued in last 3 months). A print off of a bank statement that is endorsed with a stamp and signed by the bank is acceptable if you cannot have hard copy bank statements posted to you.
- Bank/Building Society Statement (Countries Outside of UK - Issued in last 3 months) - branch must be in the country where the applicant lives and works)
- Bank/Building Society Account Opening Confirmation Letter (UK – issued in last 3 months)
- Credit Card Statement (UK – issued in last 3 months)
- Financial Statement - e.g. pension, endowment, ISA (UK - Issued in last 12 months).
- P45/P60 Statement (UK & Channel Islands - Issued in last 12 months) Cannot be online document or printed from online account/PDF.
- Council Tax Statement (UK & Channel Islands - Issued in last 12 months)
- Letter of sponsorship from future UK employment provider (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). Cannot be printed from an online account.
- Benefit Statement - e.g. Child benefit, Pension (Issued in last 12 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, Local Authority (UK and Channel Islands – Issued in last 12 months. A letter confirming entitlement to benefits. For example: Personal Independence Payment (PIP), free school meals, universal credit, asylum support etc).
- HMRC self-assessment letters or tax demand letter (UK - Issued in last 12 months)
- European Health Insurance Card (EHIC) or Global Health Insurance Card (GHIC) – (UK - Must still be valid)
- EEA National ID Card (Must still be valid)
- Irish Passport Card (Cannot be used with an Irish passport - Must still be valid)
- Cards carrying the PASS accreditation logo (UK, Isle of Man and Channel Islands – must still be valid) Digital PASS cards are acceptable where they have been issued by an approved digital PASS provider and the QR code has been used to confirm details
- Letter from head teacher, college principal, apprenticeship provider - UK - for 16- to 19-year-olds in full time education or on an apprenticeship - only used in exceptional circumstances if other documents cannot be provided (Issued in the last month)