

What Documents Do I Need to Produce?

Route 1

Route one must **always** be attempted to be taken. 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. One document must verify the applicant's current address.

Route 2

One document must be seen from Group 2a and two further documents from Group 2a or 2b; one of which must verify the applicant's current address. Applicants will also be required to undergo an external ID validation service through Route Two. You will be required to supply the Recruitment team with your bank account details in order for the check to be processed.

Route 3

A Certified copy of a UK Birth Certificate (UK and Channel Islands, issued after the time of birth by the General Register Office/relevant authority) required to be seen and four further documents must be seen from Group 2 comprising of one document from Group 2a and three further documents from Group 2a or 2b; one of which must verify the applicant's current address.

Group 1 – Primary Trusted Identity Credentials

- *Current valid Passport*
- *Biometric Residence Permit (UK)*
- *Current Driving Licence (UK, Isle of Man /Channel Islands) (Full or provisional)*
 - *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. (Photocopies are not acceptable)*

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) ***
- *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 (16/17 year olds in full time education – (only used in exceptional circumstances when all other documents have been exhausted)

Please note:

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

Contact Details

Please contact your line manager if you have any queries in regards to the DBS application process.

If you experience any technical issues with the online system, please contact the Recruitment Team on 02476 833030.