

# Disclosure and Barring Service (DBS) checks

## Valid identity documents

This page lists those documents which are accepted as confirming your identity. You will normally need to provide three documents, one from Group 1, and two from Groups 1, 2a or 2b, one of which must include your current address. If you have any problems producing documents to confirm your identity, please contact your academic department.

### Group 1: Primary Trusted Identity Credentials

- Current valid passport
- Biometric Residence Permit (UK)
- Current driving licence (UK), full or provisional. Photo card only for Isle of Man/Channel Islands licences, which should be presented with the associated counterpart licence (except Jersey)
- Birth certificate (UK and Channel Islands), issued at the time of birth. The full and short forms are both acceptable, including those issued by UK authorities overseas, eg 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 for up to 12 months from the date you entered the UK)
- Birth certificate (UK and Channel Islands) issued after the time of birth by the General Register Office/relevant authority (photocopies are not acceptable)
- Marriage/civil partnership certificate (UK and Channel Islands)
- Adoption certificate (UK and Channel Islands)
- HM Forces ID card (UK)
- Firearms Licence (UK and Channel Islands)

### Group 2b: Financial/Social History Documents

- Mortgage statement (UK or EEA – non-EEA statements are not acceptable)
- Bank/building society statement (UK and Channel Islands or EEA – non-EEA statements are not acceptable)
- Bank/building society account opening confirmation letter (UK)
- Credit card statement (UK or EEA – non-EEA statements are not acceptable)
- Financial statement, eg pension, endowment, ISA (UK)
- P45/P60 statement (UK and Channel Islands)
- Council Tax statement (UK and Channel Islands).
- Work Permit/Visa (UK – UK Residence Permit, valid up to expiry date)
- 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 including a mobile telephone bill
- Benefit statement, eg Child Allowance, Pension
- A document from central/local government authority or agency giving entitlement, eg from the Department for Work and Pensions, the Employment Service, HM Revenue and Customs, Job Centre, Job Centre Plus, Social Security (UK and Channel Islands)
- EU National ID Card.
- Cards carrying the PASS accreditation logo (UK and Channel Islands)