



DBS LIST OF ACCEPTABLE EVIDENCE FOR APPLICANTS

Note: Applicants must provide original documents to their verifier in order to prove their identification.

Applicants must produce 3 documents:

- One document from group 1 and
- 2 further docs from group 1, 2a or 2b one of which must verify their current address.

Note: EEA Nationals (Non UK) who have been resident in the UK for 5 years or less must provide evidence via this route by providing a current passport or current UK driving licence (photo card only) plus 2 other documents.

Note: All Non EEA Nationals should be validated via this route only.

NOTE: From 8th June 2015 the counterpart of the photo card driving licence is no longer required. In addition an EU current photo card driving licence is included as Group 1 evidence.

Group 1 – Primary Trusted Identity Credentials

Document	Notes
Passport	Any current and valid passport
Biometric residence permit	UK
Current driving licence – photo card.	UK/Isle of Man/Channel Islands and EU (full or provisional) All licences must be valid in line with current DVLA requirements.
Birth Certificate- issued at time of birth	UK and Channel Islands – including those issued by UK authorities overseas. Eg Embassies, High Commissions and HM Forces
Adoption Certificate	UK and Channel Islands

Group 2a – Trusted Government Documents

Document	Notes
Current driving licence- photo card	All countries (full or provisional) (Excluding UK/Isle of Man/Channel Islands and EU) All licences must be valid in line with current DVLA requirements
Current driving licence – paper version	UK/Isle of Man/Channel Islands and EU (full or provisional). All licences must be valid in line with current DVLA requirements
Birth certificate – issued after time of birth	UK and Channel Islands
Marriage/Civil Partnership Certificate	UK and Channel Islands
HM Forces ID Card	UK
Firearms Licence	UK, Channel Islands and Isle of Man



Group 2b – Financial/Social History Documents

Document	Notes	Issue Date and Validity
Mortgage Statement	UK EEA	Issued in last 12 months
Bank or building society statement	UK and Channel Islands or EEA	Issued in last 3 months
Bank or building society account opening confirmation letter	UK	Issued in last 3 months
Credit card statement	UK or EEA	Issued in last 3 months
Financial statement e.g. pension or endowment	UK	Issued in last 12 months
P45 or P60 statement	UK and Channel Islands	Issued in last 12 months
Council Tax statement	UK and Channel Islands	Issued in last 12 months
Works permit or visa	UK	Valid up to expiry date
Letter of sponsorship from future employment provider	Non-UK or non EEA only – valid only for applicants residing outside the UK at the time of application	Must still be valid
Utility bill	UK – not mobile phone bill	Issued in last 3 months
Benefit statement e.g. Child Benefit, Pension	UK	Issued in last 3 months
Central or local government, government agency, or local council document giving entitlement, e.g. from the Department of Work and Pensions, the Employment Service, HMRC	UK and Channel Islands	Issued in last 3 months
EU National ID card		Must still be valid
Cards carrying the PASS accreditation logo	UK and Channel Islands	Must still be valid
Letter from head teacher or college principal	UK – for 16 – 19 year olds in full time education. Only used for exceptional circumstances if other documents cannot be provided	

Further guidance

What if an applicant has changed their name recently and cannot provide ID documents in this new name?

Documents in a previous name can be accepted ONLY where the applicant can provide documentation supporting a recent change because of:

- marriage/civil partnership (marriage/civil partnership certificate)
- divorce/civil partnership dissolution (decree absolute/civil partnership dissolution certificate)
- deed poll (Deed Poll certificate)

All 'Previous names' and 'Dates used' must be recorded in the application form.



What if an applicant has been adopted?

For applicants who were adopted before the age of 10, there is no need to provide surname at birth in Section A of the DBS application form, please provide your adoptive name in this section.

This is because the age of criminal responsibility is deemed to be 10 years, under the Children and Young Persons Act 1933, Chapter 12, Section 50. This means that there is no possibility that an individual could have a criminal record in a name that was used until the age of 10.

For further advice and guidance please contact Employment Support Service on 01609 532190 or email EmploymentSupportService@northyorks.gov.uk.