**What Identity Documents can be used?**

The DBS has produced guidance on the type and range of identity documents that must be used by the approved person, to validate the applicant’s identity. These documents are divided into three groups: Group 1 and Group 2a and 2b.

**All applicants must produce ONE document from Group 1 and TWO further documents from Group 1, Group 2a or Group 2b; one of which must verify their current address.**

**List of valid Identity Documents**

**Group 1: Primary identity documents**

| **Document** | **Notes** |
| --- | --- |
| Passport | Any current and valid passport |
| Biometric residence permit | UK |
| Current driving licence photo card - (full or provisional) | UK, Isle of Man, Channel Islands and EEA. From 8 June 2015, the paper counterpart to the photo card driving licence will not be valid and will no longer be issued by DVLA |
| 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 |
| Adoption certificate | UK and Channel Islands |

**Group 2a: Trusted government documents**

| **Document** | **Notes** |
| --- | --- |
| Current driving licence photocard - (full or provisional) | All countries outside the EEA (excluding Isle of Man and Channel Islands) |
| Current driving licence (full or provisional) - paper version (if issued before 1998) | UK, Isle of Man, Channel Islands and EEA |
| Birth certificate - issued 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 EEA. Valid only for roles whereby the applicant is living and working outside of the UK. Visa/permit must relate to the non EEA country in which the role is based |
| HM Forces ID card | UK |
| Firearms licence | UK, Channel Islands and Isle of Man |

All driving licences must be [valid](https://www.gov.uk/driving-nongb-licence).

**Group 2b: Financial and social history documents**

| **Document** | **Notes** | **Issue date and validity** |
| --- | --- | --- |
| Mortgage statement | UK or 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 statement | Countries outside the EEA | Issued in last 3 months - branch must be in the country where the applicant lives and works |
| 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, for example 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 |
| Letter of sponsorship from future employment provider | Non-UK or non-EEA only - 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 |
| Benefit statement, for example Child Benefit, Pension | UK | Issued in last 3 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, HMRC | UK and Channel Islands | Issued in last 3 months |
| 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 |
| Letter from head teacher or college principal | UK - for 16 to 19 year olds in full time education - only used in exceptional circumstances if other documents cannot be provided | Must still be valid |