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**DBS List of Acceptable Evidence for Applicants**

Applicants must produce 3 documents:

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

**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 e.g. 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 the 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)

Ensure that all ‘Previous names’ and ‘Dates used’ are recorded in the DBS application form.