



DBS Accepted ID Documents

Group 1: Primary identity documents

If you have at least one Group 1 document, it must be provided as part of your DBS application. You must provide ID containing your date of birth and current address.

| Document | Conditions |
|--|---|
| Passport | Current and valid. Any nationality |
| Biometric residence permit | UK |
| Photo-card driving licence | Full or provisional. UK, Isle of Man and Channel Islands |
| Birth certificate (issued within 12 months of birth) | UK, Isle of Man, 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 | Conditions |
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| Photo-card driving licence | Full or provisional. All countries outside the UK (excluding Isle of Man and Channel Islands) |
| Old style paper version driving licence | Full or provisional. UK, Isle of Man and Channel Islands |
| Birth certificate (issued more than 12 months after the time of birth) | UK, Isle of Man and Channel Islands |
| Marriage/civil partnership certificate | UK and Channel Islands |
| HM Forces ID card | UK |
| Firearms licence | UK, Isle of Man and Channel Islands |
| Immigration document, visa or work permit | Valid only for roles where the applicant is living and working outside of the UK. Immigration document, visa or work permit must relate to the non-UK country in which the role is based |

Group 2b: Financial and social history documents

| Document | Notes | Validity |
|--|---|--------------------------|
| Bank or building society statement | UK and Channel Islands | Issued in last 3 months |
| Bank or building society statement | Countries outside the UK – must be issued from a branch in the country where the applicants lives and works | Issued in last 3 months |
| Bank or building society account opening confirmation letter | UK | Issued in last 3 months |
| Credit card statement | UK | Issued in last 3 months |
| Utility bill | UK - not mobile telephone 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 for Work and Pensions, the Employment Service, HMRC | UK and Channel Islands | Issued in last 3 months |
| Mortgage statement | UK | Issued in last 12 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 |
| Letter of sponsorship from future employment provider | Non-UK only - valid only for applicants residing outside of the UK | Must still be valid |

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| | at time of application | |
| EEA National ID card | EEA | Must still be valid |
| Irish Passport Card | Ireland – 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 |

Group 1a: Primary identity documents for Non-UK nationals

The DBS identity checking process is aligned with right to work checks to assist employers to prevent illegal working in the UK. Non UK nationals applying for paid work are required to provide a document from the list below to complete a DBS application.

| Document | Conditions |
|---|---|
| Irish passport or Irish passport card | Current and valid. Showing that the holder is a national of the Republic of Ireland |
| Home Office document | Current and valid. Issued to a family member of an EEA or Swiss citizen, and which indicates that the holder is permitted to stay in the UK indefinitely |
| Home Office document | Current and valid. Issued to a family member of an EEA or Swiss citizen, and which indicates that the holder is permitted to stay in the UK for a time limited period and to do the type of work in question |
| Biometric immigration document (Biometric residence permit) | Current and valid. Issued by the Home Office indicating that the named person is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK |
| Biometric immigration document (Biometric residence permit) | Current and valid. Issued by the Home Office indicating that the named person is currently allowed to stay in the UK and is allowed to do the work in question |
| Passport | Current and valid. Endorsed to show the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK or has no time limit on their stay in the UK |
| Passport | Current and valid. Endorsed to show the holder is allowed to stay in the UK and do the type of work in question |
| Application registration card | Current and valid. Issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service |
| Immigration Status Document | Current and valid. Containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer |
| Immigration Status Document | Current and valid. Containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer |
| Frontier worker permit | Current and valid. Issued under regulation 8 of the Citizens' Rights (Frontier Workers) (EU Exit) Regulations 2020. |
| Home Office document | Current and valid. Showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules on or before 30 June 2021 together with a Positive Verification Notice from the Home Office Employer Checking Service. |

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| Positive Verification Notice | Issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question |
| Online evidence of immigration status | Current and valid. Either via the View and Prove service or using the BRP or BRC online service. Issued by the Home Office to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question. Note: this includes the EUSS digital status confirmation |