



DBS List of acceptable identification

NB. At least one document must show your current address and at least one document must show your date of birth.

You can find a comprehensive list of acceptable forms of identification in the following table. You must provide original documents, photocopies are not acceptable.

Route 1 – This must be attempted in all cases. If you are a non EEA national you must use this route only.

If you have at least one document from Group 1 then you need to provide a minimum of 3 documents (i.e one from Group 1 and 2 further documents from Group 1, Group 2a or Group 2b). If this is not possible attempt Route 2.

Route 2

If you do not have any documents from Group 1 then you will need to produce 3 documents from Group 2 comprising of;

- 1 document from Group 2a; and
- 2 further documents from Group 2a or 2b; one of which must verify your current address.

CAS will also need to carry out an External ID validation check on you if you are using this route.

If you do not have any documents from either Group 1 or Group 2a then you will need to make a paper application. Please enclose a covering letter to explain why you are unable to provide sufficient documentation to fulfil either Route 1 or Route 2.

Group 1 Documents (Primary Trusted Identity Credentials)

Current valid Passport (Any Nationality)
Biometric Residence Permit (UK)
Current Photocard Driving Licence (UK, Isle of Man or Channel Islands) (Full or provisional) (a photo card is only valid if the individual presents it with the associated counterpart licence)
Birth Certificate (UK or Channel Islands) issued at the time of birth; Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces. (No photocopies)

Group 2a Documents (Trusted Government/State Issued Documents)

Current UK Driving Licence (old style paper version)
Current Non-UK Photo Driving Licence (valid only for applicants residing outside of the UK at time of application or who have moved to the UK within the last 12 months).
Birth Certificate (UK and Channel Islands) - (issued after the time of birth by the General Register Office/relevant authority i.e. Registrars – Photocopies are not acceptable)
Marriage/Civil Partnership Certificate (UK and Channel Islands)
Adoption Certificate (UK and Channel Islands)
HM Forces ID card (UK)
Fire Arms Licence (UK and Channel Islands)



Group 2b Documents (Financial / Social History Documents)

Mortgage statement (UK or EEA) **
Bank / Building Society Statement (UK or EEA) *
Bank / Building Society Account Opening Confirmation Letter (UK)*
Credit Card Statement (UK or EEA) *
Financial Statement (e.g. Pension, Endowment, ISA) (UK) **
P45 / P60 (UK or Channel Islands) **
Council Tax Statement (UK or Channel Islands) **
Work Permit / Visa (UK) (UK Residence Permit)
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 (not mobile telephone) (UK) *
Benefit statement (e.g. Child Allowance, Pension) *
A Document from Central/Local Government Agency (UK) *
EU National ID card
Cards carrying the PASS Accreditation logo (UK + Ch Islands)
Letter from Head Teacher/College Principal (16/19 yr olds only)

Key: * issued within last 3 mths , ** issued within last 12 mths, EEA – European Economic Area

You should arrange to meet with your verifier (Kathy Smith) so that she can check your identity documents in your presence against the information you have entered on the DBS application form.