

List of Valid Identity Documents for DBS and Right to work in the UK

When you attend for interview you will be asked to produce certain **original** documents so that your identity can be verified. The following checklist may help you gather your documents.

Can you produce a Group 1 document?

If yes, then you must produce 3 documents:

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

If no, then you must 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.

In exceptional circumstances if neither of the above options can be met then you must produce

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

Group 1 – Primary Trusted Identity Credentials

- Current valid Passport ☐
- Biometric Residence Permit (UK) ☐
- Current Driving Licence (UK) (Full or provisional) ☐
- Isle of Man /Channel Islands; ☐
 - Photo card only (a photo card is only valid if the individual presents it with the associated counterpart licence; except Jersey)
- Birth Certificate (UK and 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 (Photocopies are not acceptable).

Group 2a – 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) ☐
- 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 – 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 Statement **(UK & Channel Islands) ☐
- Council Tax Statement (UK & 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 (UK)* – Not Mobile Telephone ☐
- Benefit Statement* - e.g. Child Allowance, Pension ☐
- A document from Central/ Local Government/ Government Agency/ Local Authority giving entitlement (UK & Channel Islands)*- e.g. from the Department for Work and Pensions, the Employment Service, Customs & Revenue, Job Centre, Job Centre Plus, Social Security ☐
- EU National ID Card ☐
- Cards carrying the PASS accreditation logo (UK and Channel Islands) ☐
- Letter from Head Teacher or College Principal (16/17 year olds in full time education - only used in exceptional circumstances when all other documents have been exhausted) ☐

Please note:

If a document in the List of Valid Identity Documents is:

Denoted with * - it should be less than three months old

Denoted with ** - it should be issued within the past 12 months

Not denoted – it can be more than 12 months old.