

DBS Identity Document Guidelines

December 2018
(as per current DBS guidelines)



Disclosure and Barring Service (DBS) Identity Document Guidelines

**You must provide identity documents to support your application.
There are three routes available to you:**

Route One (you must first try to provide documents from this route)

- 1** One document from Group 1 **and**;
- 2** Two further documents from Group 1, 2a or 2b; at least one document must show your current address

* If your application is for voluntary work and you are not UK or EEA (European Economic Area) national, must use Route 1.

**You may be required provide fingerprints if you cannot show these documents.

Route Two (only use this route if it is impossible to use Route One)

- 1** One document from Group 2a **and**;
- 2** Two further documents from Group 2a or 2b; at least one of which must show your current address

*If using this route, Woking Borough Council will be required to complete an ID validation check using an external ID validation service to check the application.

**If you are an EEA national and have been resident in the UK for 5 years or less, you may be required provide fingerprints if you cannot show these documents.

***If you **are not** a national of the UK or the EEA and you are applying for voluntary work, you **cannot** use Route Two.

Route Three (only use this route if it is impossible to use Routes One or Two)

- 1 A birth certificate issued after the time of birth (UK and Channel Islands)
- 2 One document from Group 2a **and**;
- 3 Three further documents from Group 2a or 2b; at least one of which must show your current address.

**You may be required provide fingerprints if you cannot show these documents.

Group 1: Primary Identity Documents

- 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 photocard will not be valid)
- Birth certificate (UK, Isle of Man and Channel Islands) - issued within 12 months of birth;
 - including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces
- Adoption certificate (UK and Channel Islands)

Group 2a: Trusted Government Documents

- Current driving licence photocard (full or provisional) (All countries outside the EEA, excluding Isle of Man and Channel Islands)
- Current driving licence paper version if issued before 1998 (full or provisional) (UK, Isle of Man, Channel Islands and EEA)
- Birth certificate (UK, Isle of Man and Channel Islands) - issued after the time of birth
- Marriage/civil partnership certificate (UK and Channel Islands)
- Immigration document, visa or work permit (issued by a country outside the EEA and must relate to the non EEA country in which the role is based)
- HM Forces ID card (UK)
- Firearms licence (UK and Channel Islands and Isle of Man)

Group 2b: Financial and Social History Documents

- Mortgage Statement (UK or EEA) issued in the past 12 months
- Bank or building society statement (UK, Channel Islands or EEA) issued in the last 3 months
- Bank or building society statement (countries outside the EEA) issued in the last 3 months - branch must be in the country where the applicant lives and works
- Bank or building society account opening confirmation letter (UK or EEA) issued in the last 3 months
- Credit card statement (UK or EEA) issued in the last 3 months
- Financial statement e.g. pension or endowment (UK) issued in the last 12 months
- P45 or P60 statement (UK and Channel Islands) issued in the last 12 months
- Council Tax statement (UK and Channel Islands) issued in the last 12 months
- Letter of sponsorship from future employment provider (Non UK/EEA only for applicants residing outside of the UK at time of application) - must still be valid
- Utility bill (UK) **not mobile telephone** issued in the last 3 months
- Benefit statement e.g. child benefit or pension (UK) issued in the last 3 months
- A document from central/ local government/ government agency/ local authority giving entitlement e.g. Department for Work and Pensions, the Employment Service, HMRC (UK & Channel Islands) issued in the last 3 months
- EEA National ID card - 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 16-19 year olds in full time education and only used in exceptional circumstances if other documents cannot be provided) - must still be valid

***Any bills printed from the internet are not acceptable.**

****The address on your driving licence must show your current address.**