

DISCLOSURE & BARRING SERVICE (DBS) CHECK APPLICATIONS

DBS APPLICATION PROCESS

ID CHECK PROCESS

You must use route 1 where possible. You can only move on to route 2 if the applicant is unable to present the documents needed in route 1.

Route 1

Applicants must provide three documents:

- one document from Group 1, **and**
- two further documents from either Group 1, or Group 2a, or 2b, below

Route 2

Applicants that do not have any documents in Group 1, then they must be able to show:

- one document from Group 2a, **and**
- two further documents from either Group 2a or 2b

Route 3

Applicants can only use this option if it is not possible to display documents through Routes 1 or 2.

- a birth certificate issued after the time of birth (UK, Isle of Man and Channel Islands)
- one document from Group 2a
- three further documents from Group 2a or 2b

If an applicant fails to produce the required documents set at Route 3, they will need to be sent for fingerprinting by the Police which is likely to cause a delay to the DBS application process.

For information about documents that can be used, please see DBS Valid ID Documents on the next page.

DISCLOSURE & BARRING SERVICE CHECK APPLICATIONS - VALID IDENTITY DOCUMENTS



Please see the ID Checking Process document for information about what I.D documents are excepted with DBS applications.

Group 1 – Primary Trusted Identity Credentials

- Current valid Passport
- E-Visa
- Biometric Residence Permit (UK)
- Application Registration Card
- Current Driving Licence (UK and Isle of Man/Channel Islands)
 - Full or Provisional acceptable - Photo card only issued as of 8th June 2015
- Birth Certificate (UK, Isle of Man and Channel Islands) – issued within 12 months of birth
 - Original document only. Certified copies are a group 2a document
- Adoption Certificate

Group 2a – Trusted Government

- Current UK Driving Licence (full or provisional) All countries outside of the UK
- Current Non-UK Photo Driving Licence (valid only for applicants residing outside of the UK at the time of application, issued prior to March 2000)
- Birth Certificate (UK and Channel Islands) – issued after the time of birth by the General Register Office/relevant authority
- Marriage/Civil Partnership Certificate (UK and Channel Islands)
- Immigration document, visa or work permit
- HM Forces ID Card (UK)
- Fire Arms Licence (UK and Channel Islands)

Group 2b – Financial/Social History Documents

- Mortgage Statement (Issued in last 12 months)
- Bank/Building Society Statement (A print off of a bank statement that is endorsed with a stamp and signed by the bank is acceptable if you cannot have hard copy bank statements posted to you. Issued in last 3 months)
- Bank/Building Society Account Opening Confirmation Letter (issued within the last 3 months)
- Credit Card Statement (issued within the last 3 months)
- Financial Statement (issued within the last 12 months)
- P45/P60 Statement (issued within the last 12 months)
- Council Tax Statement (issued within the last 12 months)
- Letter of Sponsorship from future employment provider (Non-UK/Non-EEA only – valid only for applicants residing outside of the UK at the time of application)
- Utility Bill (UK) – not Mobile Telephone (issued within the last 3 months)
- Benefit Statement e.g. Child Allowance, Pension (issued within the last 3 months)
- A document from Central/Local Government/Government Agency/Local Authority giving entitlement (UK & Channel Islands) (issued within the last 12 months)
- HMRC self-assessment letters or tax demand letter (issued within the last 12 months)
- European Health Insurance Card (EHIC) or Global Health Insurance Card (GHIC)
- EEA National ID card

- Irish Passport Card
- Cards carrying the PASS accreditation logo
- Letter from Head Teacher/College Principal (16/17 year olds in full time education – only used when other documents have been exhausted, issued within the last month)