**Enhanced DBS Check**

**List of Acceptable Identity Documents**

The applicant must provide 3 documents:

* 1 document from Group 1; and
* 2 further documents from Group 1, 2a or 2b

**Group 1: Primary Identity DocumentsDocument Notes**

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| **Group 1: Primary Identity Documents** | | |
| **Documents** | **Notes** | |
| Passport | Any current and valid passport | |
| Biometric Residence Permit | UK | |
| Current Photocard Driving Licence | UK/Isle of Man/Channel Islands and EU (full or provisional) | |
| Birth Certificate (Issued at time of birth) | UK and Channel Islands – including those issued by UK authorities overseas, e.g. embassies, High Commissions and HM Forces | |
| Adoption Certificate | UK and Channel Islands | |
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| **Group 2a: Trusted Government Documents** | | |
| **Document** | **Notes** | |
| Current Driving Licence | All countries other than those listed in Group 1 (full or provisional) All licences must be valid | |
| Current Driving Licence(old style paper version) | UK/Isle of Man/Channel Islands and EU (full or provisional) All licences must be valid in line with current DVLA requirements | |
| Birth Certificate(Issued after time of birth) | UK and Channel Islands | |
| Marriage / Civil Partnership Certificate | UK and Channel Islands | |
| HM Forces ID Card | UK | |
| Firearms Licence | UK, Channel Islands and Isle of Man | |
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| **Group 2b: Financial and Social History Documents** | |  |
| **Document** | **Notes** | **Issue Date & Validity** |
| Mortgage Statement | UK or EEA | Issued in last 12 months |
| Bank or Building Society Statement | UK and Channel Islands or EEA | Issued in last 3 months |
| Bank or Building Society Account Opening Confirmation Letter | UK | Issued in last 3 months |
| Credit Card Statement | UK or EEA | Issued in last 3 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 |

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| **Group 2b: Financial and Social History Documents** | | |
| **Document** | **Notes** | **Issue Date & Validity** |
| Work Permits or Visa | UK | Valid up to expiry date |
| Letter of Sponsorship from Future | Non-UK or Non-EEA – valid only for | Must still be valid |
| Employment Provider | applicants residing outside of the UK at the time of applicant |  |
| Utility Bill | UK – not mobile phone bill | Issued in last 3 months |
| Benefit Statement  e.g. Child Benefit, Pension | UK | Issued in last 3 months |
| Central of Local Government,  Government Agency or Local  Council Document giving  entitlement  e.g. from the Department for Work  and Pensions, HMRC | UK and Channel Islands | Issued in last 3 months |
| EU National ID Card |  | Must still be valid |
| Cards Carrying the PASS  Accreditation Logo | UK and Channel Islands | Must still be valid |
| Letter from Headteacher or College  Principal | UK – for 16-19 year olds in full time education  Only used in exceptional circumstances if other documents cannot be provided |  |

**Common ID Errors**

**When checking/copying ID please check the following:**

* **All ID/documents are valid**
* **All ID/documents are in date**
* **All ID/documents listed above should be issued within the time given**
* **All ID/documents with the addresses must show current address**
* **All ID/documents must be in the applicants current name**
* **Passports - front cover must be copied as well as the inside**