**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 Statemente.g. Child Benefit, Pension | UK | Issued in last 3 months |
| Central of Local Government,Government Agency or LocalCouncil Document givingentitlemente.g. from the Department for Workand Pensions, HMRC | UK and Channel Islands | Issued in last 3 months |
| EU National ID Card  |  | Must still be valid |
| Cards Carrying the PASSAccreditation Logo | UK and Channel Islands | Must still be valid |
| Letter from Headteacher or CollegePrincipal | UK – for 16-19 year olds in full time educationOnly 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**