

**Valid Identity Documents To Accompany Disclosure & Barring Service (DBS)
Application Form**

Any forms with incorrect sections being completed, details missing, or original documents not being sent, will result in your application form being returned to you.

You will need to provide at least 3 documents:

- 1 document from Group 1
- 2 further documents from Group 1, 2a or 2b

Please note all documents must be in your current name. At least one document must show your current address and at least one document must show your date of birth.

PLEASE TICK BOXES FOR DOCUMENTS YOU HAVE INCLUDED

<p>Group 1</p> <ul style="list-style-type: none"> <input type="checkbox"/> Current valid passport – UK or EEA (or Non-EEA in combination with a Biometric Residence Permit or Current Work Permit/Visa) <input type="checkbox"/> Biometric Residence Permit (UK) <input type="checkbox"/> Current Driving Licence (UK) (Full or Provisional) Isle of Man/Channel Islands; <input type="checkbox"/> Birth Certificate (issued within 12 months of the date of birth) (full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces) 	<p>Group 2a</p> <ul style="list-style-type: none"> <input type="checkbox"/> Current valid Passport (UK,EEA or Non-EEA) <input type="checkbox"/> Current UK Driving licence <input type="checkbox"/> Biometric Residence Permit (UK) <input type="checkbox"/> Birth Certificate (UK & Channel Islands) - issued within 12 months of date of birth <input type="checkbox"/> Certified copy of Birth Certificate (UK and Channel Islands) – issued after 12 months of date of birth <input type="checkbox"/> Marriage/Civil Partnership Certificate (UK) <input type="checkbox"/> Adoption Certificate (UK) <input type="checkbox"/> HM Forces ID Card (UK) <input type="checkbox"/> Fire Arms Licence (UK) <p>Group 2b</p> <ul style="list-style-type: none"> <input type="checkbox"/> Mortgage statement (UK) ** <input type="checkbox"/> Bank/Building Society Statement (UK)* <input type="checkbox"/> Credit Card Statement (UK)* <input type="checkbox"/> Financial Statement (e.g. pension, endowment, ISA) (UK) ** <input type="checkbox"/> P45/P60 Statement (UK & Channel Islands) ** <input type="checkbox"/> Council Tax Statement (UK & Channel Islands) ** <input type="checkbox"/> Work Permit/Visa (UK) (UK Residence Permit) ** <input type="checkbox"/> Utility Bill (UK)* - Not Mobile Telephone) <input type="checkbox"/> Benefit Statement* – eg Child Allowance, Pension <input type="checkbox"/> A document from Central/Local Government/Government Agency/Local Authority giving entitlement (UK & Channel Islands)* - eg from the Department for Work and Pensions, the Employment Service, Customs & Revenue, Job Centre, Job Centre Plus, Social Security
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	<ul style="list-style-type: none"><input type="checkbox"/> EU National ID Card<input type="checkbox"/> Cards carrying the PASS accreditation logo (UK)
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NOTE – Non-UK/Non- EEA Nationals;

All Non-UK/Non-EEA Nationals should be validated by supplying the following combination of documents;

- Current Passport; **and**
- Biometric Residence Permit **OR** Work Permit/Visa (UK); **and**
- 1 further document from Group 2a or 2b (**refer to list of Valid Identity Documents**), which verifies your current address.

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

- Marked with * - it should be less than three months old
- Marked with ** - it should be issued within the past 12 months
- Not marked – it can be more than 12 months old

**IF YOU SEND THESE DOCUMENTS BY POST PLEASE MARK THE ENVELOPE
'PRIVATE & CONFIDENTIAL'**