

## **DBS CERTIFICATE**

### **Documents the applicant must provide**

The Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA) have merged into the Disclosure and Barring Service (DBS). CRB checks are now called DBS checks.

The person going through a DBS check (the applicant) must give their employer original documents (not copies) to prove their identity.

The documents needed will depend on the route the application takes. The applicant must try to provide documents from Route 1 first.

#### **Route 1**

The applicant must be able to show:

1 document from Group 1, below

2 further documents from either Group 1, or Group 2a or 2b, below

At least 1 of the documents must show the applicant's current address.

#### **Route 2**

If the applicant doesn't have any of the documents in Group 1, then they must be able to show:

1 document from Group 2a

2 further documents from either Group 2a or 2b

At least one of the documents must show the applicant's current address. The organisation conducting their ID check must then also use an appropriate external ID validation service to check the application.

#### **Group 1: Primary identity documents**

**Passport** Any current and valid passport

**Biometric residence permit** UK

**Current driving licence – photo card with counterpart** UK/Isle of Man/Channel Islands (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

## **Group 2a: Trusted government documents**

**Current driving licence** – old-style paper version UK

**Current photo driving licence** Non-UK licences - must be valid

**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

## **Group 2b: Financial and social history documents**

**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

**Work permit or visa** UK Valid up to expiry date

**Utility bill** UK – not mobile telephone bill Issued in last 3 months

**Benefit statement** e.g. Child Benefit, Pension UK Issued in last 3 months

**Central or local government, government agency, or local council document giving entitlement** e.g. from the Department for Work and Pensions, the Employment Service, 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 head teacher or college principal** UK - for 16 to 19 year olds in full time education - only used in exceptional circumstances if other documents cannot be provided

Last updated: 7 July 2014