



Acceptable DBS application documents

Group 1: Primary identity documents	
Passport	Any current and valid passport. A UK passport can be expired up to a maximum of 6 months.
e-Visa	Accessed via the 'View and Prove' service. The share code requested by the applicant should be an 'immigration status' share code. If you do not have a UKVI account to access your eVisa you can create one online (Get access to your online immigration status (eVisa) - GOV.UK)
Biometric Residence Permit (BRP)	Issued in the UK. A BRP showing Indefinite Leave to Remain, Indefinite Leave to Enter or No Time Limit can be used up to 18 months past the expiry date of the BRP. BRP holders should be encouraged to create an account and access their eVisa.
Application Registration Card (ARC)	Issued by the Home Office. Must be checked against the Home Office Employer Checking Service .
Current driving license photocard - (full or provisional)	Current and valid photocard driving license issued by UK, Isle of Man, and Channel Islands. From 8 June 2015, the paper counterpart to the photocard driving license will not be valid and will no longer be issued by DVLA
Birth certificate - issued within 12 months of birth	UK, Isle of Man, and Channel Islands - including those issued by UK authorities overseas, for example embassies, High Commissions and HM Forces. Must be original birth certificate. Certified copies are a group 2a document.
Adoption certificate	UK and Channel Islands

Group 2a: Trusted government documents	
Current driving license photocard - (full or provisional)	Current and valid. All countries outside the UK (excluding Isle of Man and Channel Islands)
Current driving license (full or provisional) - paper version (if issued before March 2000)	Current and valid. UK, Isle of Man, and Channel Islands. For a paper license to be valid it must be issued before March 2000 and all information, including name and address, must be up to date
Birth certificate - issued more than 12 months	UK, Isle of Man, and Channel Islands.



after time of birth	
Marriage/civil partnership certificate	UK and Channel Islands
Immigration document, visa, or work permit	Issued by a country outside the UK. Valid only for roles whereby the applicant is living and working outside of the UK. Visa/permit must relate to the non-UK country in which the role is based
HM Forces ID card or HM Armed Forces Veteran card	UK
Firearms license	UK, Isle of Man, and Channel Islands

Group 2b: Trusted government documents

Mortgage statement	Issued in last 12 months
Bank or building society statement (UK only)	Issued in last 3 months. Electronic bank statements will not be accepted.
Bank or building society statement (Countries outside the UK)	Issued in last 3 months - branch must be in the country where the applicant lives and works. Electronic bank statements will not be accepted.
Bank or building society account opening confirmation letter	Issued in last 3 months
Credit card statement	Issued in last 3 months
Financial statement, for example pension or endowment	Issued in last 12 months
P45 or P60 statement	Issued in last 12 months. UK and Channel Islands. Original only. Cannot be online document or printed from online account/PDF
Council Tax statement	Issued in last 12 months. UK and Channel Islands.
Utility bill	Issued in last 3 months. UK - not mobile telephone bill. Cannot be printed from an online account.
Letter of sponsorship from future UK employment provider	Must still be valid. Valid only for applicants residing outside of the UK at time of application.
Benefit statement, for example Child Benefit, State Pension	Issued in last 12 months. UK.



Central or local government, government agency, or local council document giving entitlement, for example from the Department for Work and Pensions, the Employment Service, Local Authority	Issued in last 12 months. UK and Channel Islands – a letter confirming entitlement to benefits. For example: Personal Independence Payment (PIP), free school meals, universal credit, asylum support etc.
HMRC self-assessment letters or tax demand letters	Issued in last 12 months. UK.
European Health Insurance Card (EHIC) or Global Health Insurance Card (GHIC)	Must still be valid. UK.
EEA National ID card	Must still be valid.
Irish Passport Card	Must still be valid. Cannot be used with an Irish passport.
Cards carrying the PASS accreditation logo	Must still be valid. UK, Isle of Man, and Channel Islands. Digital PASS cards are acceptable where they have been issued by an approved digital PASS provider and the QR code has been used to confirm details.
Letter from head teacher, college principal, apprenticeship provider	Issued in the last month. UK - for 16- to 19-year-olds in full-time education or on an apprenticeship - only used in exceptional circumstances if other documents cannot be provided.