

The Directors are obliged, under arrangements introduced for the protection of children and to comply with the Asylum and Immigration Act 1996, to successfully complete a number of enquiries. The guidance on ID checking for DBS (Disclosure and Barring Service formerly the CRB) purposes has recently changed. Please see below for a list of the documents which are acceptable for DBS purposes. Guidance can be found here: <https://www.gov.uk/government/publications/dbs-identity-checking-guidelines/id-checking-guidelines-for-standardenhanced-dbs-check-applications-from-22-april-2025>

You are asked to produce one document from Group 1 and a further two documents from Group 1, 2a or 2b one of which must verify your current address.

Group 1 – Primary Identity Documents (originals only please)

Document	Notes
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)	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 licence photocard – (full or provisional)	Current and valid photocard driving licence issued by UK, Isle of Man, and Channel Islands. From 8 June 2015, the paper counterpart to the photocard driving licence 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 (originals only please)

Document	Notes
Current driving licence photocard - (full or provisional)	Current and valid. All countries outside the UK (excluding Isle of Man and Channel Islands)
Current driving licence (full or provisional) - paper version (if issued before March 2000)	Current and valid. UK, Isle of Man, and Channel Islands. For a paper licence 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 after time of birth	UK, Isle of Man, and Channel Islands.
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 licence	UK, Isle of Man, and Channel Islands

Group 2b – Financial/Social History Documents (originals only please)

Document	Notes	Issue date and validity
Mortgage statement	UK	Issued in the last 12 months
Bank or building society statement	UK and Channel Islands. A print off bank statement that is endorsed with a stamp and signed by the bank is acceptable if you cannot have hard copy statements posted to you.	Issued in the last 3 months
Bank or building society account opening confirmation letter	UK	Issued in the last 3 months
Credit card statement	UK	Issued in the last 3 months
Financial statement, for example pension or endowment	UK	Issued in the last 3 months
P45 or P60	UK and Channel Islands. Original only. Cannot be online document or printed from online account/PDF	Issued in the last 12 months
Council Tax statement	UK and Channel Islands	Issued in the last 12 months
Letter of sponsorship from future UK employment provider	Valid only for applicants residing outside of the UK at time of application	Must still be valid
Utility bill	UK - not mobile telephone bill. Cannot be printed from an online account	Issued in the last 3 months
Benefit statement, for example Child Benefit, State Pension	UK	Issued in the last 12 months
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	UK and Channel Islands – a letter confirming entitlement to benefits. For example: Personal Independence Payment (PIP), free school meals, universal credit, asylum support etc	Issued in last 12 months
HMRC self-assessment letters or tax demand letter	UK	Issued in the last 12 months
European Health Insurance Card (EHIC) or Global Health Insurance Card (GHIC)	UK	Must still be valid
EEA National ID Card		Must still be valid
Irish Passport Card	Cannot be used with an Irish passport	Must still be valid
Cards carrying the PASS accreditation logo	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.	Must still be valid
Letter from head teacher, college principal, apprenticeship provider	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	Issued in the last month