

**List of Valid Identity Documents for DBS and Right to Work in UK**

When you attend for interview you will be asked to produce certain **original** documents so that your identity can be verified. The following checklist may help you gather your documents.

**Can you produce a Group 1 document?**

If yes, then you must produce 3 documents:

- 1 document from Group 1 **and**
- 2 further documents from Group 1, 2a or 2b; one of which must verify your current address.

If no, then you must produce:

- 3 documents from Group 2 comprising of;
  - 1 document from Group 2a; **and**
  - 2 further documents from Group 2a or 2b; one of which must verify your current address.

In exceptional circumstances if neither of the above options can be met then you must produce

- Birth certificate (UK and Channel Islands) – (issued after the time of birth by the General Register Office/relevant authority i.e. Registrars – Photocopies are not acceptable) **and**
- 4 further documents from Group 2 comprising of:
  - 1 document from Group 2a; **and**
  - 3 further documents from Group 2a or 2b; one of which must verify your current address.

**Group 1 – Primary Trusted Identity Credentials**

- Current valid Passport
- Biometric Residence Permit (UK)
- Current Driving Licence Photocard with Counterpart (Full or provisional)
- Birth Certificate (UK and Channel Islands) - **issued at the time of birth;** 
  - Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces (Photocopies are not acceptable).
- Adoption Certificate (UK)

**Group 2a – Trusted Government/State Issued Documents**

- Paper Driving licence (UK, Channel Island and EU full or provisional)
- Photo Driving Licence (all countries full or provisional)
- Birth Certificate (UK and Channel Islands) - **issued after the time of birth** by the General Register Office/relevant authority i.e. Registrars. (Photocopies are not acceptable)
- Marriage/Civil Partnership Certificate (UK and Channel Islands)
- Adoption Certificate (UK and Channel Islands)
- HM Forces ID Card (UK)
- Fire Arms Licence (UK and Channel Islands)

**Please Turn Over**

**Group 2b – Financial/Social History Documents**

- Mortgage Statement (UK or EEA) \*\*
- Bank/Building Society Statement (UK or EEA)\*
- Bank/Building Society Account Opening Confirmation Letter (UK)
- Credit Card Statement (UK or EEA)\*
- Financial Statement \*\* - e.g. pension, endowment, ISA (UK)
- P45/P60 Statement \*\*(UK & Channel Islands)
- Council Tax Statement (UK & Channel Islands) \*\*
- Work Permit/Visa (UK) (UK Residence Permit) \*\*
- Letter of Sponsorship from future employment provider  
(Non-UK/Non-EEA only – valid only for applicants residing outside of the UK at time of application)
- Utility Bill (UK)\* – Not Mobile Telephone
- Benefit Statement\* - e.g. Child Allowance, Pension
- A document from Central/ Local Government/ Government Agency/  
Local Authority giving entitlement (UK & Channel Islands)\*- e.g. from the  
Department for Work and Pensions, the Employment Service, Customs &  
Revenue, Job Centre, Job Centre Plus, Social Security
- EU National ID Card
- Cards carrying the PASS accreditation logo (UK and Channel Islands)
- Letter from Head Teacher or College Principal (16/17 year olds in full  
time education - only used in exceptional circumstances when all other  
documents have been exhausted)

**Please note:**

**If a document in the List of Valid Identity Documents is:**

Denoted with \* - it should be less than three months old

Denoted with \*\* - it should be issued within the past 12 months

Not denoted – it can be more than 12 months old