

Confirming Your Identity For DBS Purposes

Your identity needs to be confirmed. You need to provide original Documentation (no photocopies) to the person who asked you to Complete this form.

Which documents do you need to provide?

Can you produce any documents from Group 1?

YOU MUST PROVIDE YOUR NATIONAL INSURANCE NUMBER



YES-3 Documents must be seen

One document from
Group 1 plus any **two** from
Groups 1 or 2.



NO-5 Documents must be seen

Five documents from
Group 2

Please note that all documents must be in your current name (marriage certificate excepted)
At least one document must show your current address and at least one document must show Your date of birth.

List of Valid Identity Documents

Group 1

- **Passport** any nationality
- **UK Birth Certificate** issued within 12 months of date of birth-full or short form Acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces.
- **UK Issued Driving Licence** England/Wales/Scotland/Northern Ireland/Isle of Man; either photocard or paper. A photocard is only valid if the individual presents it with the counterpart licence
- **EU National Identity Card EU Countries Only**
- **HM Forces ID Card (UK)**
- **UK Firearms Licence**
- **Adoption Certificate (UK)**

List of Valid Identity Documents (Continued)

Group 2

- **Marriage/Civil Partnership Certificate**
- **Financial Statement**** e.g. pension, endowment, ISA
- **Birth Certificate**
- **Vehicle Registration Document** (Document V5 old style and V5C new style only)
- **P45/P60 Statement (UK)****
- **Mail Order Catalogue Statement***
- **Bank/Building Society Statement***
- **Court Claim Form (UK)**** documentation issued by court services
- **Utility Bill*** electricity, gas, water, telephone-inc, mobile phone contract/bill
- **Exam Certificate** e.g. GCSE, NVQ, O Levels, Degree
- **TV Licence****
- **Addressed Payslip***
- **Credit Card Statement***
- **Store Card Statement***
- **NHS Card (UK)**
- **Mortgage Statement****
- **Benefit Statement*** e.g. Child Allowance, Pension
- **Insurance Certificate****
- **Certificate of British Nationality (UK)**
- **Council Tax Statement (UK)****
- **Work Permit/Visa (UK)****
- **A document from Central/Local Government/Government Agency/Local Authority giving entitlement (UK)*** e.g. Department for Work and Pensions, the Employment Service, Customs & Revenue, Job Centre, Job Centre Plus and Social Security.
- **One of the following documents from the Borders and Immigration Agency (BIA) (formerly the Immigration and Nationality Directorate-IND) (UK)** Do not use more than one of the following documents, Convention Travel Document (CTD), Stateless Person's Document (SPD), Certificate of Identity (CID), Application Registration Card (ARC)
- **Connexions Card (UK)**
- **Letter from a Head Teacher**

* .Documentation should be less than three months old.

**Issued within past 12 months.

This list is subject to amendment. Please check the 'ID Checking Process' at www.crb.gov.uk/dip