

**Disclosure and Barring Service Standard and
Enhanced Criminal Record Check**

Accepted Identity Documents for Verification

This document details the Identity Documents the applicant is able to supply for verification when using the OnlineDisclosures website based on the guidelines set out by the Disclosure and Barring Service (DBS). For full details on the DBS guidelines go to <https://www.gov.uk/guidance/documents-the-applicant-must-provide>

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**DBS Standard & Enhanced – Paid – EEA National,
living in the UK less than 5 Years**

Documents supplied must confirm the applicant’s **name, current address** and **date of birth**.

In the 1st instance, the Applicant should attempt to provide all Identity Documents from Group 1a

Route 1

1 Primary Document from Group 1 **PLUS**

2 supporting documents from Group 1, 2a or 2b

If the applicant cannot supply ID through any of these routes and they are non EEA National, then they can apply using a paper application and follow the Fingerprint process managed by the DBS.

Group 1 - Primary Document

Document	Notes
Passport	Any current and valid passport
Biometric residence permit	UK
Current driving licence photo card - (full or provisional)	UK, Isle of Man, Channel Islands and EEA
Birth certificate - issued within 12 months of birth	UK, Isle of Man 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

Document	Notes
Current driving licence photo-card - (full or provisional)	All countries outside the EEA (excluding Isle of Man and Channel Islands)
Current driving licence (full or provisional) - paper version (if issued before 1998)	UK, Isle of Man, Channel Islands and EEA
Birth certificate - issued after time of birth	UK, Isle of Man 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

Document	Notes
Dated within the last 3 months	
Bank/Building Society Statement	(UK and Channel Islands or EEA)
Bank/Building Society Opening Confirmation Letter	UK or EEA
Bank or building society statement (outside EEA)	Outside EEA
Credit Card Statement	UK or EEA
Utility Bill e.g., Electricity, gas, water, telephone.	UK, Mobile Phone NOT accepted
Benefit Statement e.g. child allowance, pension	UK
Document from Government Agency/Local Authority giving entitlement	UK and Channel Islands)
Dated within last 12 months	
Mortgage Statement	UK or EEA
Financial Statement e.g. pension, endowment	UK
P45/P60 Statement UK and Channel Islands	UK and Channel Islands
Council Tax Statement	UK and Channel Islands
Valid	
EU National Identity Card	
Letter of sponsorship from future employer provider	Non-UK/Non-EEA only
Letter from head teacher or college principal (UK) - for 16 to 19 year olds in full time education	

**DBS Standard & Enhanced - Paid – UK
National/EEA National Resident in UK for 5+
Years**

Documents supplied must confirm the applicant’s **name, current address** and **date of birth**.

In the 1st instance, the Applicant should attempt to provide all Identity Documents from Group 1

Route 1

1 Primary Document from Group 1 **PLUS**

2 from Group 1, 2a or 2b

Route 3

A birth certificate issued after the time of birth (UK and Channel Islands)

One document from Group 2a

3 further documents from Group 2a or 2b

If the applicant cannot supply ID through any of these routes and they are non EEA National, then they can apply using a paper application and follow the fingerprint process managed by the DBS.

Group 1 - Primary Document

Document	Notes
Passport	Any current and valid passport
Biometric residence permit	UK
Current driving licence photo card - (full or provisional)	UK, Isle of Man, Channel Islands and EEA
Birth certificate - issued within 12 months of birth	UK, Isle of Man 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

Document	Notes
Current driving licence photo-card - (full or provisional)	All countries outside the EEA (excluding Isle of Man and Channel Islands)
Current driving licence (full or provisional) - paper version (if issued before 1998)	UK, Isle of Man, Channel Islands and EEA
Birth certificate - issued after time of birth	UK, Isle of Man 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

Document	Notes
Dated within the last 3 months	
Bank/Building Society Statement	(UK and Channel Islands or EEA)
Bank/Building Society Opening Confirmation Letter	UK or EEA
Bank or building society statement (outside EEA)	Outside EEA
Credit Card Statement	UK or EEA
Utility Bill e.g., Electricity, gas, water, telephone.	UK, Mobile Phone NOT accepted
Benefit Statement e.g. child allowance, pension	UK
Document from Government Agency/Local Authority giving entitlement	UK and Channel Islands)
Dated within last 12 months	
Mortgage Statement	UK or EEA
Financial Statement e.g. pension, endowment	UK
P45/P60 Statement UK and Channel Islands	UK and Channel Islands
Council Tax Statement	UK and Channel Islands
Valid	
EU National Identity Card	
Letter of sponsorship from future employer provider	Non-UK/Non-EEA only
Letter from head teacher or college principal (UK) - for 16 to 19 year olds in full time education	

DBS Standard & Enhanced - Volunteer – Non EEA National

Documents supplied must confirm the applicant’s **name, address** and **date of birth**.

In the 1st instance, the Applicant should attempt to provide all Identity Documents from Group 1a

Route 1

1 Primary Document from Group 1 **PLUS**

2 supporting documents from Group 1, 2a or 2b

If the applicant cannot supply ID through any of these routes and they are non EEA National, then they can apply using a paper application and follow the Fingerprint process managed by the DBS.

Group 1 - Primary Document

Document	Notes
Passport	Any current and valid passport
Biometric residence permit	UK
Current driving licence photo card - (full or provisional)	UK, Isle of Man, Channel Islands and EEA
Birth certificate - issued within 12 months of birth	UK, Isle of Man 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

Document	Notes
Current driving licence photo-card - (full or provisional)	All countries outside the EEA (excluding Isle of Man and Channel Islands)
Current driving licence (full or provisional) - paper version (if issued before 1998)	UK, Isle of Man, Channel Islands and EEA
Birth certificate - issued after time of birth	UK, Isle of Man 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

Document	Notes
Dated within the last 3 months	
Bank/Building Society Statement	(UK and Channel Islands or EEA)
Bank/Building Society Opening Confirmation Letter	UK or EEA
Bank or building society statement (outside EEA)	Outside EEA
Credit Card Statement	UK or EEA
Utility Bill e.g., Electricity, gas, water, telephone.	UK, Mobile Phone NOT accepted
Benefit Statement e.g. child allowance, pension	UK
Document from Government Agency/Local Authority giving entitlement	UK and Channel Islands)
Dated within last 12 months	
Mortgage Statement	UK or EEA
Financial Statement e.g. pension, endowment	UK
P45/P60 Statement UK and Channel Islands	UK and Channel Islands
Council Tax Statement	UK and Channel Islands
Valid	
EU National Identity Card	
Letter of sponsorship from future employer provider	Non-UK/Non-EEA only
Letter from head teacher or college principal (UK) - for 16 to 19 year olds in full time education	

Documents Not Accepted by the Post Office

The documents that will not be accepted by the Post Office have been removed from the list of options from the OnlineDisclosures system. This is to prevent the individual from selecting a document and attempting to get it verified and potentially delaying their application.

A list of these documents can be seen below:

- Certificate of Application less than 6 months old (*Date of issue - Less than 6 months from today*)
- Application Registration card
- Bank or building Society Statement (outside EEA) (*Date of issue - Must be within 3 months*)
- Immigration status Document containing Photograph - Current UK stay
- Immigration Status Document - Indefinite UK stay
- Certificate of Application less than 6 months old
- Residence Card
- Immigration Status Document
- Non EEA Immigration Document/Visa/Work Permit
- Bank or building society statement (outside EEA)