



DISCLOSURE AND BARRING SERVICE (DBS)

Acceptable identification documents for Enhanced Disclosure application: UK nationals in paid roles.

Three documents are required - at least one from Group 1 plus any two others from Groups 1, 2a or 2b.

Please note the documents must be originals and the combination of documents must confirm name, DOB and current address.

Group 1 – Primary Identity Documents

- Current valid Passport.
- Biometric Residence Permit (UK)
- Current Driving Licence Photocard - 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 (UK / Isle of Man / Channel Islands) (issued within 12 months of birth
Full or short form acceptable including those issued by UK authorities overseas, such as embassies, High Commissions and HM Forces
- Adoption Certificate (UK)

Group 2a – Trusted Government Documents

- Current driving licence – photo card (All countries except Group 1) (Full or Provisional)
- Current Driving Licence – paper version if issued before 1998 (UK/Isle of Man /Channel Islands) (Full or Provisional)
- Birth Certificate issued after time of birth (UK and Channel Islands)
- Marriage/Civil Partnership Certificate (UK and Channel Islands)
- HM Forces ID Card (UK)
- Fire Arms Licence (UK / Channel Islands / Isle of Man)
- Immigration document, work permit or VISA 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.

Group 2b – Financial/Social History Documents

- Mortgage Statement (UK) issued in the last 12 months
- Bank/Building Society Statement (UK/ Channel Islands) issued in the last 3 months
- Bank/Building Society Statement (Countries outside the UK) issued in the last 3 months (Branch must be in the country where the applicant lives and works)
- Bank/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 e.g. pension, endowment (UK) issued in the last 12 months
- P45 or P60 Statement (UK & Channel Islands) issued in the last 12 months
- Council Tax Statement (UK & Channel Islands) issued in the last 12 months
- Letter of sponsorship from future employment provider (Non-UK only-valid only for applicants residing outside of the UK at the time of application) (Must still be valid)
- Utility Bill (UK) – Not Mobile Telephone. Issued in the last 3 months
- Benefit Statement e.g. Child Allowance, Pension (UK). Issued in the last 3 months
- Document from Central/ Local Government/ Government Agency/ Local Authority (UK / Channel Islands)- e.g. DWP, Employment Service, HMRC, Job centre, Social Security. Issued in the last 3 months.
- EEA National ID Card- Must still be valid
- Irish Passport Card – Must still be valid
- Cards carrying the PASS accreditation logo (UK / Isle of Man / Channel Islands) – Must still be valid
- Letter from Head Teacher or College Principal (16/19 year olds in full time education UK Only– (only used in exceptional circumstances if other documents cannot be provided) – Must still be valid



DISCLOSURE AND BARRING SERVICE (DBS)

Acceptable identification documents for Enhanced Disclosure application: Non- UK nationals in paid roles.

Three documents are required - at least one primary document plus any two documents supporting documents listed below. Please note the documents must be originals and the combination of documents must confirm name, DOB and current address.

Primary Documents
<ul style="list-style-type: none"> • A current passport or passport card showing that the holder is a national of Ireland. • A current document issued by the Home Office to a family member of an EEA or Swiss citizen, and which indicates that the holder is permitted to stay in the United Kingdom indefinitely. • A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK. • Online evidence of immigration status. Either via the View and Prove service or using the BRP or BRC online service. Issued by the Home Office to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question. Must be valid. Note: this includes the EUSS digital status confirmation. • A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK. • A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer. • A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question. • A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question. • A current document issued by the Home Office to a family member of an EEA or Swiss citizen, and which indicates that the holder is permitted to stay in the United Kingdom for a time limited period and to do the type of work in question. • A frontier worker permit issued under regulation 8 of the Citizens' Rights (Frontier Workers) (EU Exit) Regulations 2020. • A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer. • A document issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules on or before 30 June 2021 together with a Positive Verification Notice from the Home Office Employer Checking Service. • An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service. • A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.
Supporting documents - Group 1
<ul style="list-style-type: none"> • Any current and valid passport • Biometric Residence Permit (UK) • Current Driving Licence Photocard – (full or provisional) UK, Isle of Man, and Channel Islands. • Birth Certificate -(issued within 12 months of birth) (UK / Isle of Man / Channel Islands including those issued by UK authorities overseas, such as embassies, High Commissions and HM Forces) • Adoption Certificate (UK and Channel Islands)



Supporting documents - Group 2a

- Current driving licence – photo card (Full or Provisional) All countries outside the UK (excluding Isle of Man and Channel Islands)
- Current driving licence – paper version is issued before 1998 (Full or Provisional) (UK/Isle of Man /Channel Islands)
- Birth Certificate issued after time of birth (UK/ Isle of Man /Channel Islands)
- Marriage/Civil Partnership Certificate (UK and Channel Islands)
- HM Forces ID Card (UK)
- Fire Arms Licence (UK / Channel Islands / Isle of Man)
- Immigration document, work permit or VISA issued by the country where the role is based.(For applicants living and working outside the UK.

Supporting documents - Group 2b

- Mortgage Statement (UK) issued in the last 12 months
- Bank/Building Society Statement (UK/ Channel Islands) issued in the last 3 months
- Bank/Building Society Statement (Countries outside the UK) issued in the last 3 months (Branch must be in the country where the applicant lives and works)
- Bank/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 e.g. pension, endowment (UK) issued in the last 12 months
- P45 or P60 Statement (UK & Channel Islands) issued in the last 12 months
- Council Tax Statement (UK & Channel Islands) issued in the last 12 months
- Letter of sponsorship from future employment provider (Non-UK only-valid only for applicants residing outside of the UK at the time of application) (Must still be valid)
- Utility Bill (UK) – Not Mobile Telephone. Issued in the last 3 months
- Benefit Statement e.g. Child Allowance, Pension (UK). Issued in the last 3 months
- Document from Central/ Local Government/ Government Agency/ Local Authority (UK / Channel Islands)- e.g. DWP, Employment Service, HMRC, Job centre, Social Security. Issued in the last 3 months.
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