

Basic Guidance (full guidance can be found at www.gov.uk/disclosure-barring-service-check/documents-the-applicant-must-provide-)	
<ul style="list-style-type: none"> ○ <u>Only valid, current and original documentation</u> will be accepted i.e. not photocopies or documentation printed from the internet e.g. internet bank statements; ○ <u>Identity information giving your date of birth and address</u> as recorded in Section A and Section B on the DBS application form <u>must be validated and all documents seen must be in your current name</u>; ○ A document from each of the groups should be included only once in the document count e.g. do not accept two bank statements as two of the required documents, if they are from the same bank; ○ Foreign equivalents of any identity document if that document is listed as '(UK)' on the list of valid identity documents will not be accepted. 	
Route 1	
Group 1	Primary Trusted Identity Credentials
	Current Valid Passport
	Biometric Residence Permit (UK)
	Current (NEW STYLE) Driving Licence (UK) (Full or provisional) Isle of Man/Channel Islands; Photo card only? (a photo card is only valid if the individual presents it with the associated counterpart licence; except Jersey)
	Birth Certificate (UK and Channel Islands) – issued at the time of birth i.e. within the legally required 42 days following 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).
If yes, You must produce 3 documents in total , from across all three groups. If no, You must produce 3 documents from Group 2 as outlined below.	
Route 2	
<ul style="list-style-type: none"> ○ 1 document from Group 2a; and ○ 2 further documents from Groups 2a or 2b; one of which must verify their current address; and ○ External ID Validation, to establish the applicant's name and living history footprint (via the Diocesan Office). 	
Group 2a	Trusted Government/State Issued Documents
	Current UK Driving licence (old style paper version)
	Current Non-UK Photo Driving Licence (valid for up to 12 months from the date the applicant entered the UK)
	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; Channel Islands and Isle of Man)
Group 2b	Financial/Social History Documents
	Mortgage Statements (UK or EEA)** (Non-EEA statements must not be accepted)
	Bank/Building Society Statement (UK and Channel Islands or EEA)* (Non-EEA statements must not be accepted)
	Bank/Building Society Account Opening Confirmation Letter (UK)
	Credit Card Statement (UK or EEA)* (Non-EEA statements must not be accepted)
	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) (valid up to expiry date)**
	Letter of Sponsorship from future employment provider (Non-UK/NonEEA 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 (16/19 year old in full time education – (only used in exceptional circumstances when all other documents have been exhausted) (UK)
	Denoted with * should be less than three months old, with ** should be issued within the past 12 months. Not denoted can be more than 12 months old