

Valid Documents for DBS Identity Checks for non-UK / non-EEA nationals

Please note that:

- You must only supply valid, current and original documentation.
- Photocopies or documentation printed from the internet e.g. internet bank statements are not acceptable.
- All documents must be in your current name as recorded in Section A (Documents in a previous name can be accepted **ONLY** where you can provide documentation supporting the name change because of: a marriage/civil partnership (marriage/civil partnership certificate), divorce/civil partnership dissolution (decree absolute/civil partnership dissolution certificate), deed poll (Deed Poll certificate)
- One document must confirm your date of birth.
- One document must confirm your current address.
- A document from each of the groups should be included only once in the document count. *e.g. do not include two bank statements as two of the required documents, if they are from the same bank.*

If you are a Volunteer - You must supply **ONE** document from Group 1 **and TWO** further documents from Group 1, 2a or 2b

(If you are unable to supply these documents you will need to complete a paper application form and go for fingerprinting. This will require your attendance at a Police Station at an appointed time – this may cause delay to the application process).

If you are a Paid applicant – You must supply **ONE** document from the Primary Document list and **TWO** further documents from Group 1, 2a or 2b

(If you are unable to supply these documents you will not be able to apply for a DBS check).

Primary Documents

- 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.
- 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 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 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 Certificate of Application issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old 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.

Applicants providing one of the following documents must also provide a current valid Passport:

- A current Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence.
- 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 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.

Group 1	Group 2a	Group 2b
<ul style="list-style-type: none"> • Current Valid Passport – Any current and valid passport • Biometric Residence Permit - (UK) • Current Photo Card Driving Licence (full or provisional) - (UK/Isle of Man/Channel Islands and EEA) • Birth Certificate issued within 12 months of birth - (UK, Isle of Man & Channel Islands) - Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces • Adoption Certificate - (UK & Channel Islands) <p>A passport or biometric residence permit can only be used as a supporting document if it's not already being used as a primary document.</p>	<ul style="list-style-type: none"> • Current Photo Card Driving Licence (full or provisional) - All countries outside the EEA (excluding Isle of Man and Channel Islands). • Current UK Driving Licence Paper Version (full or provisional) (if issued before 1998) - (UK/Isle of Man/Channel Islands and EEA) • Birth Certificate – issued over 12 months from the date of birth - (UK, Isle of Man & Channel Islands) • Marriage/Civil Partnership Certificate - (UK & Channel Islands) • Immigration document, visa or work permit - Issued by a country outside the EEA. Valid only for roles whereby the applicant is living and working outside of the UK. Visa/permit must relate to the non-EEA country in which the role is based • HM Forces ID Card - (UK) • Fire Arms Licence - (UK, Channel Islands and Isle of Man) 	<ul style="list-style-type: none"> • Mortgage Statement (UK or EEA)** • Bank/Building Society Statement (UK, Channel Islands or EEA)* • Bank or building society statement – (All countries outside the EEA) (Issued in last 3 months - branch must be in the country where the applicant lives and works) • Bank or Building Society account opening confirmation letter (UK)* • Credit Card Statement (UK or EEA)* • Financial Statement (UK)** (e.g. pension, endowment, ISA) • P45/P60 Statement (UK & Channel Islands)** • Council Tax Statement (UK & Channel Islands)** • Valid Letter of sponsorship from future employment provider – (Non-UK or non-EEA only - valid only for applicants residing outside of the UK at time of application) • Utility Bill (UK)* - NOT Mobile Telephone • Benefit Statement (UK)* (e.g. Child Allowance, Pension) • A document from Central/Local Government/Government Agency/Local Authority giving entitlement (UK and Channel Islands)* • Valid EEA National ID Card • Valid Cards carrying the PASS accreditation logo (UK, Isle of Man and Channel Islands) • Letter from Head Teacher or College Principal (UK) for 16-17 year olds in full time education) - only used in exceptional circumstances when all other documents have been exhausted

NOTE: Documents Denoted with: * Should be less than three months old - ** Should be issued within last 12 months