

ACCEPTABLE DBS DOCUMENT LISTS

All documents must be physical documents, unless you are viewing the applicant's eVisa on the Home Office view and prove site or a digital PASS card with QR code that has been checked. You cannot accept photocopies or scanned documents. Documents printed from the internet, for example bank statements, are not acceptable for ID purposes.

GROUP 1: PRIMARY IDENTITY DOCUMENTS

- **Passport:** Any current and valid passport. (UK passports can be expired up to a maximum of 6 months).
- **Biometric Residence Permit (UK):** Can only be used if they show indefinite leave to enter/remain. These can be used for 18 months past the expiry date on the card.
- **e:Visa:** Accessed via the 'View and Prove' service. The share code requested by the applicant should be a 'general' share code.
- **Application Registration Card (ARC):** Issued by the Home Office. Must be checked against the Home Office Employer Checking Service.
- **Current Driving Licence Photo Card (Full or Provisional) (UK/Isle of Man/Channel Islands).**
- **Original Birth Certificate (UK, Isle of Man, Channel Islands) (must be issued within 12 months of birth).** Cannot be used for Post Office ID verification.
- **Adoption Certificate (UK and Channel Islands).**

GROUP 2A: TRUSTED GOVERNMENT DOCUMENTS

- **Certified copy of Birth Certificate (UK, Isle of Man & Channel Islands) (issued after time of birth).** Cannot be used for Post Office ID verification.
- **Current Driving Licence Photo Card (All countries outside the UK excluding the Isle of Man and Channel Islands) (Full or Provisional).**
- **Old Style Paper Driving Licence – cannot be a counterpart style driving licence (UK/Channel Islands).**
- **Marriage/Civil Partnership Certificate (UK and Channel Islands).** Must be an original document. Cannot be used for Post Office ID verification
- **HM Forces ID Card (UK)**
- **Firearms Licence (UK, Channel Islands and Isle of Man)**
- **Immigration Document/Visa/Work permit (Valid for roles where the applicant is living and working outside of the UK. Must relate to the country in which the role is based)**

GROUP 2B: FINANCIAL AND SOCIAL HISTORY DOCUMENTS

- Mortgage Statement (UK) (issued in the last 12 months).
- Bank or Building Society Statement: must be a full original statement either received in the post or printed from your bank branch (UK and Channel Islands) (issued in the last 3 months).
- Non-UK Bank or Building Society Statement (issued in the last 3 months): branch must be in the country where the applicant lives and works
- Financial Statement e.g. pension, endowment, ISA (UK) (issued in the past 12 months).
- Council Tax Statement (UK and Channel Islands) (issued in the past 12 months).
- Benefit Statement e.g. child allowance, pension (UK) (issued in the last 3 months).
- EEA National ID Card.
- Credit card statement (UK) (issued in the last 3 months).
- P45 / P60 statement (UK and Channel Islands) (issued in the past 12 months)
- Utility Bill e.g. gas, electric or water bill – must be an original received in the post (issued in the last 3 months) (UK).
- Central/Local Government/Government Agency/Local Authority document giving entitlement e.g. a letter from HM Revenues, a letter from your local council (issued in the last 3 months) (UK and Channel Islands).
- HMRC self-assessment letters or tax demand letter (UK) Issued in last 12 months.
- Cards carrying the PASS accreditation logo (UK, Isle of Man and Channel Islands).
- European Health Insurance Card (EHIC) or Global Health Insurance Card (GHIC) (UK) Must still be valid.
- Bank/Building Society Account opening confirmation letter (UK) (issued in the last 3 months).
- Letter from a Head Teacher or College Principal – must still be valid (UK) (16–19 year olds in full-time education. Only used in exceptional circumstances when all other documents have been exhausted).
- Letter of Sponsorship from future employment provider (Non-UK) (valid only for applicants residing outside the UK at the time of the application).
- Irish Passport Card – must be valid (cannot be used with an Irish passport).