

DBS List of Acceptable Identification Evidence

The completed DBS application form **and** this List of Acceptable Evidence form must be completed and sent together to the Diocesan Safeguarding Team by the evidence checker.

- The person going through the DBS check (the applicant) must give their evidence checker original documents (not copies) to prove their identity.
- The documents needed will depend on the route the application takes. The applicant must try to provide documents from Route 1 first:

Route 1 - The applicant must be able to show:

- 1 document from Group 1
- and 2 other documents from Group 1, Group 2a and/or Group 2b

At least one of the documents must show the applicant's current address.

Route 2 - If the applicant doesn't have any of the documents from Group 1, then they must be able to show:

- 1 document from Group 2a
- and 2 other documents from Group 2a and/or Group 2b

At least one of the documents must show the applicant's current address.

We will also require payment of £7.20 (from the applicant or PCC) made payable to CDBF for the Safeguarding Team to conduct an external ID validation check with APCS (Access Personal Checking Services Ltd)

Route 3 - Route 3 can only be used if it's impossible to process the application through Routes 1 or 2.

For Route 3, the applicant must be able to show:

- a birth certificate issued after the time of birth (UK and Channel Islands)
- and 1 document from Group 2a
- and 3 further documents from Group 2a or 2b

At least one of the documents must show the applicant's current address. If the applicant can't provide these documents they may need to be fingerprinted.

(Please tick against each document checked and show date of issue as necessary)

Group 1: Primary identity documents

✓	Document	Notes
	Passport	Any current and valid passport
	Biometric Residence Permit (BRP)	UK
	Valid current driving licence photocard - (full or provisional)	UK, Isle of Man, Channel Islands and EU
	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

The Biometric Residence Permit (BRP) is a UK residence permit which holds a migrant's biographic details. It is used by foreign nationals from outside the European Economic Area (EEA).

Group 2a: Trusted government documents

✓	Document	Country of Issue/Notes
	Valid current driving licence photocard - (full or provisional)	All countries outside the EU (excluding Isle of Man and Channel Islands)
	Valid current driving licence (full or provisional) - paper version (if issued before 1998)	UK, Isle of Man, Channel Islands and EU
	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: Financial and social history documents

✓	Document	Country of Issue/Notes	Issue date and validity
	Mortgage statement	UK or EEA	Issued in last 12 months
	Bank or building society statement	UK and Channel Islands or EEA	Issued in last 3 months
	Bank or building society account opening confirmation letter	UK	Issued in last 3 months
	Credit card statement	UK or EEA	Issued in last 3 months
	Financial statement, e.g. pension or endowment	UK	Issued in last 12 months
	P45 or P60 statement	UK and Channel Islands	Issued in last 12 months
	Council Tax statement	UK and Channel Islands	Issued in last 12 months
	Work permit or visa	UK	Valid up to expiry date
	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	Must still be valid
	Utility bill	UK – not mobile telephone bill	Issued in last 3 months
	Benefit statement, e.g. Child Benefit, Pension	UK	Issued in last 3 months
	Central or local government, government agency, or local council document giving entitlement, e.g. from the Department for Work and Pensions, the Employment Service, HMRC	UK and Channel Islands	Issued in last 3 months
	EU National ID card		Must still be valid
	Cards carrying the PASS accreditation logo	UK, Isle of Man and Channel Islands	Must still be valid
	Letter from Head Teacher or College Principal	UK - for 16 to 19 year olds in full time education - only used in exceptional circumstances if other documents cannot be provided	Must still be valid

Applicant Name:.....**Application Form Reference:**.....

Evidence Checker Name:.....**Date:**.....