

DISCLOSURE AND BARRING SERVICE (DBS) - ENHANCED DISCLOSURE

As part of the process we will need to verify one document from Group 1 plus any two from Groups 1, 2a or 2b. At least one document needs to confirm your current address and at least one document needs to confirm your date of birth.

All documents must be originals and we are not permitted to accept photocopies or documents printed from the internet.

Group 1: Primary identity documents - EEA Nationals

Document	Notes
Passport	Any current and valid passport
Biometric residence permit	UK
Current driving licence - photo card (full or provisional)	UK/Isle of Man/Channel Islands/EEA
UK birth certificate - issued within 12 months of birth (full or short)	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

Group 1: Primary identity documents - Non-EEA Nationals

Document	Notes
Application Registration Card	UK; with a positive verification notice
Biometric Residence permit	UK; with either current stay and relevant work or indefinite stay
Certificate of Application	UK; Family of EEA National with positive verification notice
Immigration Status Document	Either no photo, with indefinite stay, immigration exempt or photo, with current stay and relevant work
Passport	Any current and valid passport With either current stay and relevant work or with indefinite stay, immigration exempt Note: the visa needs to be in the current and valid passport https://www.gov.uk/transfer-visa
Permanent Residence Card	Family of EEA National
Positive Verification Notice	Issued to employer
Residence Card / Accession Residence Card / Derivative Residence Card	UK

Group 2a: Trusted government documents

Document	Notes
Current driving licence - photo card (full or provisional)	All countries outside the EEA (Excl. CI & IoM)
Current driving licence- paper version (not counterpart) (full or provisional) if issued before 1998	UK, Isle of Man, Channel Islands and EEA
UK 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	Notes	Issue date and validity
Mortgage statement (must include account details)	UK or EEA (non EEA statements are not accepted)	Issued in last 12 months
Bank or building society statement (must include account details). If printed in branch should include the branch stamp or say 'printed in branch'	UK, Channel Islands and EEA (non EEA statements are not accepted)	Issued in last 3 months
Bank or building society account opening confirmation letter (must include account details)	UK	Issued in last 3 months
Credit card statement (must include account details)	UK or EEA (non EEA statements are not accepted)	Issued in last 3 months
Financial statement, e.g. pension, endowment, ISA (must include account details)	UK	Issued in last 12 months
P45 or P60 statement	UK and Channel Islands	Issued in last 12 months
Council Tax statement (must include account details)	UK and Channel Islands	Issued in last 12 months

Utility bill (must include account details) Electricity, gas, water or landline telephone	UK - not mobile telephone bill	Issued in last 3 months
Benefit statement, e.g. Child Benefit, Pension	UK	Issued in last 3 months
Document giving entitlement from central or local government, government agency, or local council, e.g. from the Department for Work and Pensions, the Employment Service, HMRC	UK and Channel Islands	Issued in last 3 months
EEA National ID card	-	Must still be valid
Irish Passport Card	Cannot be used with an Irish passport	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 in the UK - only used in exceptional circumstances if other documents cannot be provided	Must still be valid