

## DBS DOCUMENT CHECK LIST – UK ROUTE 1

To apply through Route 1 the applicant must produce 3 documents:

- 1 document from Group 1 **and**
- 2 further documents from Group 1, 2a or 2b; **one of which must verify their current address**

**You must provide documents to show proof of all names you have formerly or are currently known by**

<b>GROUP 1 – (Primary Trusted - Identity Documents)</b>
<b>Any Current valid Passport</b>
<b>Current Driving Licence</b> UK/Isle of Man/Channel Islands. From 8 June 2015, the paper counterpart to the photocard driving licence will not be valid and will no longer be issued by DVLA
<b>Birth Certificate</b> UK,/Isle of Man/Channel Islands issued within 12 months of birth - including those issued by UK authorities overseas, for example embassies, High Commissions and HM Forces
<b>Adoption Certificate</b> (UK and Channel Islands)
<b>Biometric Residence Permit</b> (UK)
<b>GROUP 2a - (Trusted Government /State Issued Documents)</b>
<b>Current driving licence photocard</b> - (full or provisional) - All countries outside the UK (excluding Isle of Man and Channel Islands)
<b>Current driving licence</b> (full or provisional) - paper version (if issued before 1998) - UK, Isle of Man, and Channel Islands
<b>Certified copy of Birth Certificate</b> (UK, Isle of Man and Channel Islands) – issued after time of birth
<b>Marriage/Civil Partnership Certificate</b> (UK and Channel Islands)
<b>Immigration document, visa, or work permit</b> - Issued by a country outside the UK. Valid only for roles whereby the applicant is living and working outside of the UK. Visa/permit must relate to the non-UK country in which the role is based
<b>HM Forces ID Card</b> (UK)
<b>Fire Arms Licence</b> (UK, Isle of Man and Channel Islands)
<b>GROUP 2b - (Financial /Social History Documents)</b>
<b>Mortgage Statement</b> (UK) – issued in the last 12 months
<b>Bank/Building Society Statement</b> (UK and Channel Islands) - it should be less than three months old
<b>Bank or building society statement</b> (Countries outside of the UK) - Issued in last 3 months - branch must be in the country where the applicant lives and works
<b>Bank/Building Society Account Opening Confirmation Letter</b> (UK) - it should be less than three months old
<b>Credit Card Statement</b> (UK) - it should be less than three months old
<b>Financial Statement</b> - e.g. pension, endowment (UK) - it should be issued within the past 12 months
<b>P45/P60 Statement</b> (UK & Channel Islands) - it should be issued within the past 12 months
<b>Council Tax Statement</b> (UK & Channel Islands) - it should be issued within the past 12 months
<b>Letter of sponsorship from future employment provider</b> - Non-UK only - valid only for applicants residing outside of the UK at time of application – must still be valid
<b>Utility Bill</b> (UK) – <b>Not Mobile Telephone</b> - it should be less than three months old
<b>Benefit Statement</b> (UK) - e.g. Child Allowance, Pension - it should be less than three months old
<b>Central or local government, government agency, or local council document giving entitlement, for example from the Department for Work and Pensions, the Employment Service, HMRC</b> (UK & Channel Islands) - it should be less than three months old
<b>EEA National ID Card</b> – Must still be valid
<b>Irish Passport Card</b> - Cannot be used with an Irish passport. Must still be valid
<b>Cards carrying the PASS accreditation logo</b> (UK, Isle of Man & Channel Islands) – Must still be valid
<b>Letter confirming their identity from Head Teacher or College Principal</b> – (16/19 year olds in full time education only) – <b>EXCEPTIONAL CIRCUMSTANCES ONLY</b>