

DBS DOCUMENT CHECK LIST – 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

The applicant must provide documents to show proof of all names they have been formerly or is currently known by

GROUP 1 – (Primary Trusted - Identity Documents)
Any Current valid Passport (A UK Passport can be expired up to a maximum of 6 months)
Current Photocard Driving Licence (Full or Provisional) 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
Original Birth Certificate UK, Isle of Man/Channel Islands including those issued by UK authorities overseas, for example embassies, High Commissions and HM Forces. MUST BE THE ORIGINAL BIRTH CERTIFICATE. CERTIFIED COPIES ARE A GROUP 2a DOCUMENT
Adoption Certificate (UK and Channel Islands)
Biometric Residence Permit (BRP) (UK) – Must show indefinite Leave to Remain, Indefinite Leave to Enter or No Time Limit. Can be used up to 18 months past the expiry date of the BRP.
e-Visa – Accessed via the 'View and Prove' service. You will need to obtain a 'general' share code from the applicant.
Application Registration Card (ARC) – Issued by the Home Office. Must be checked against the Home Office Employer Checking Service.

GROUP 2a - (Trusted Government /State Issued Documents)
Current PHOTOCARD driving licence - (full or provisional) - All countries outside the UK (excluding Isle of Man and Channel Islands)
Current PAPER driving licence (full or provisional) - if issued before March 2000 - UK, Isle of Man, and Channel Islands
Certified copy of Birth Certificate (UK, Isle of Man and Channel Islands) – issued after time of birth
Marriage/Civil Partnership Certificate (UK and Channel Islands)
Immigration document, visa, or work permit - 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
HM Forces ID Card (UK)
Firearms Licence (UK, Isle of Man and Channel Islands)

GROUP 2b - (Financial /Social History Documents)
Mortgage Statement (UK) – issued in the last 12 months
Bank/Building Society Statement (UK and Channel Islands) - it should be less than three months old. A print off that is endorsed with a stamp and signed by the bank is acceptable

Continued

Bank or building society statement (Countries outside of the UK) - Issued in last 3 months - branch must be in the country where the applicant lives and works
Bank/Building Society Account Opening Confirmation Letter (UK) - it should be less than three months old
Credit Card Statement (UK) - it should be less than three months old
Financial Statement - e.g. pension, endowment (UK) - it should be issued within the past 12 months
P45/P60 Statement (UK & Channel Islands) - it should be issued within the past 12 months
Council Tax Statement (UK & Channel Islands) - it should be issued within the past 12 months
Letter of sponsorship from future UK employment provider - valid only for applicants residing outside of the UK at time of application – must still be valid
Utility Bill (UK) – Not mobile telephone bill and cannot be printed from an online account - it should be less than three months old
Benefit Statement (UK) - e.g. Child Benefit, Pension - it should be less than 12 months old
Central or local government, government agency, or local council document giving entitlement, for example from the Department for Work and Pensions, the Employment Service, Local Authority, HMRC (UK & Channel Islands) – a letter confirming entitlement to benefits. For example, Personal Independent payment, Free School Meals, Universal Credit, asylum support etc - issued in the last 12 months
HMRC self-assessment letters or tax demand letters (UK) – Issued in the last 12 months
European Health Insurance Card (EHIC) or Global Health Insurance Card (GHIC) (UK) – must still be valid
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 & Channel Islands) – Must still be valid. Digital PASS cards are acceptable where they have been issued by an approved digital PASS provider and the QR code has been used to confirm details.
Letter confirming their identity from Head Teacher, Apprenticeship provider or College Principal – (UK) (16/19 year olds in full time education or an apprenticeship only) – EXCEPTIONAL CIRCUMSTANCES ONLY