

Confirming an applicant's identification for a DBS disclosure.

Before a DBS check application can be submitted to for processing, the identity of the applicant must be verified and confirmed. In order to do this, documents will need to be verified by the appointed individual(s).

Option 1: If an applicant can produce ID from Group 1, only three forms of ID will need to be verified. For example, one document from 'Group 1' and two from 'Group 2.'

Option 2: If an applicant is unable to produce ID from Group 1, five documents will need to be verified from 'Group 2.'

Group 1	
Passport	EU Photo Identity Card
Driving Licence (UK) Full or provisional England/Wales/Scotland/Northern Ireland/Isle of Man – photo card only (counterpart should also be presented).	Birth certificate (UK) – issued within 12 months of birth
HM Forces ID Cards (UK)	Adoption Certificate (UK)
Group 2	
Marriage/Civil partnership certificate	Vehicle registration document
Birth certificate	Certificate of financial statement, eg. Pension**
P45 / P60 Statement (UK)**	Mail order catalogue statement *
Bank Building Society Statement*	Court Claim Form**
Utility bill*	Exam certificate
TV licence	Addressed payslip*
Credit Card Statement *	National Insurance Card (UK)
Store card statement*	NHS Card (UK)
Mortgage statement**	Benefit statement*
Insurance certificate**	Certificate of British Nationality
Council tax statement (UK)**	Work Permit/Visa (UK)**
A document from Central/Local Government/ Government Agency/Local Authority giving entitlement (UK)*: Eg. Department for Work and Pensions, Employment Service, Customs & Revenue, Job Centre, Job Centre Plus, Social security, etc	

*documentation should be less than 3 months old

**issued within the last 12 months

Please note that all documents must be in the applicant's current name. At least one document must confirm the applicant's date of birth.