

DBS Document Checklist

Please provide the following documents:

One document from group 1 and two documents from group 1, 2a or 2b

Group 1 – Primary Trusted Identity Credentials

- Current valid passport - UK or EEA (or non EEA in combination with a Biometric residence permit or current work permit)
- Biometric Residence Permit (UK)
- Current Driving Licence - UK or Isle of Man/Channel Islands only
 - ◆ Photo-card only valid if with the paper counterpart licence
- Birth Certificate (UK & Channel Islands)- must be issued within 12 months of birth
 - ◆ Full or short forms acceptable including those issued by UK authorities (Embassies, High Commissions and HM Forces)

Group 2a – Trusted Government/State Documents

- Current Valid Passport (UH EEA or non EEA)
- Current UK Driving Licence (Photo-card with Counterpart or old paper Version)
- Biometric Residence Permit (UK)
- Birth Certificate (UK & Channel Islands)- issued within 12 months of birth
- Certified copy of Birth Certificate (UK & Channel Islands) – Issued more than 12 months after date of birth
- Marriage/Civil Partnership Certificate (UK)
- Adoption Certificate (UK)
- HM Forces ID Card (UK)
- Fire Arms Licence (UK)

Group 2b – Financial/Social History Documents

- Mortgage Statement **
- Bank/Building Society Statement*
- Credit Card Statement *
- Financial Statement ** - e.g. pension, endowment, ISA (UK)
- P45/P60 Statement **(UK & Channel Islands)
- Council Tax Statement (UK & Channel Islands) **
- Work Permit/Visa (UK) **
- Utility Bill(UK)* - electricity, gas, water, telephone – **not mobile phone**
- Benefit Statement* - e.g. Child Allowance, Pension
- A document from Central/ Local Government/ Government Agency/ Local Authority giving entitlement (UK & Channel Islands)*: e.g. from the Department for Work and Pensions, the Employment Service , Customs & Revenue, Job Centre, Job Centre Plus, Social Security
- EU National I D Card
- Cards carrying the PASS accreditation logo (UK)

Please note:

If a document in the List of Valid Identity Documents is:

- Denoted with * - It should be less than three months old
- Denoted with ** - It should be issued within the past 12 months
- Not denoted – It can be more than 12 months old.