

Documents you will need

If you're going through a DBS (criminal records) check you must give your employer original documents proving your identity. The documents you must present depend on the route your application takes. You must try to provide documents from route 1 first.

Route 1

You must be able to show:

- 1 document from Table 1, below
- 2 other documents from either Table 1 or Table 2a or 2b, below

One of the documents must show your current address.

Route 2

If you don't have any of the documents in Table 1, then you must be able to show:

- 1 document from Table 2a
- 2 other documents from either Table 2a or 2b

One of the documents must show your current address. The organisation conducting your ID check must then also use an appropriate external ID validation service to check your application.

Route 3

Route 3 can only be used if it has not been possible to process your application through Routes 1 or 2.

For Route 3, you must be able to show:

- an original copy of your birth certificate (UK & Channel Islands)
- 1 document from Table 2a
- 3 further documents from Table 2a or 2b

One of the documents must show your current address. You will also need to be fingerprinted by the Police.

Table 1: Primary identity documents

Document	Notes
Passport	Any current and valid passport
Biometric residence permit	UK
Current driving licence – photo card with counterpart	UK/Isle of Man/Channel Islands (full or provisional)
Birth certificate - issued at time of birth	UK and Channel Islands – including those issued by UK authorities overseas, eg Embassies, High Commissions and HM Forces

Table 2a: Trusted government documents

Document	Notes
Current driving licence – old-style paper version	UK
Current photo driving licence	Non-UK licences must be valid for up to 12 months from the date you entered the UK
Birth certificate – issued after time of birth	UK and Channel Islands
Marriage/civil partnership certificate	UK and Channel Islands
HM Forces ID card	UK
Firearms licence	UK and Channel Islands

Table 2b: Financial and social history documents

Document	Notes	Issue date and validity
Mortgage statement	UK or EEA	Issued in last 12 months
Bank or building society statement	UK and Channel Islands or EEA	Issued in last 3 months
Bank or building society account opening confirmation letter	UK	Must still be valid
Credit card statement	UK or EEA	Issued in last 3 months
Financial statement, eg pension or endowment	UK	Issued in last 12 months
P45 or P60 statement	UK and Channel Islands	Issued in last 12 months
Council Tax statement	UK and Channel Islands	Issued in last 12 months
Work permit or visa	UK	Issued in last

Document	Notes	Issue date and validity
Adoption certificate	UK and Channel Islands	12 months. Valid up to expiry date
Letter of sponsorship from future employment provider	Non-UK or non-EEA only – valid only for applicants residing outside of the UK at time of application	Must still be valid
Utility bill	UK – not mobile telephone bill	Issued in last 3 months
Benefit statement, eg Child Benefit, Pension	-	Issued in last 3 months
Central or local government or government agency or local authority document giving entitlement, eg from the Department for Work and Pensions, the Employment Service, HMRC	UK and Channel Islands	Issued in last 3 months
EU National ID card	-	Must still be valid
Cards carrying the PASS accreditation logo	UK 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 – only used in exceptional circumstances if other documents cannot be provided	