

Identification Requirements for DBS check

You will need to submit a minimum of 3 documents from the lists and routes below

| Route 1 | Route 2 |
|--|--|
| 3 documents must be seen One document from Group 1 Two documents from Group 1, Group 2a or 2b. One of which must confirm your current address. | 3 documents must be seen One document from Group 2a Two documents from Group 2a or 2b. AND complete an external validation check £6 extra fee |

Group 1 Documents – Primary Trusted Documents

| | |
|---|---|
| Birth Certificate <input type="checkbox"/> (UK & Channel Islands) - issued within 12 months of date of birth; Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces | Biometric Residence Permit <input type="checkbox"/> (UK) |
| | Adoption Certificate <input type="checkbox"/> UK and Channel Islands |
| UK Current Driving Licence <input type="checkbox"/> (Full or provisional photo card only) Isle of Man /Channel Islands; | Current valid Passport <input type="checkbox"/> UK or EEA (or Non-EEA in combination with a Biometric Residence Permit or current Work Permit/Visa) |

Group 2a – Trusted Government/State Issued Documents

| | |
|--|---|
| Current valid Passport <input type="checkbox"/> (UK, EEA or Non-EEA) | UK Current Driving licence <input type="checkbox"/> (photocard) |
| Birth Certificate <input type="checkbox"/> (UK & Channel Islands) - issued within 12 months of date of birth | Certified copy of Birth Certificate <input type="checkbox"/> (UK and Channel Islands) – issued after 12 months of date of birth |
| Biometric Residence Permit (UK) <input type="checkbox"/> | Marriage/Civil Partnership Certificate (UK) <input type="checkbox"/> |
| Adoption Certificate (UK) <input type="checkbox"/> | HM Forces ID Card (UK) <input type="checkbox"/> |
| Fire Arms Licence (UK) <input type="checkbox"/> | Current Driving Licence—paper version <input type="checkbox"/> UK, Isle of Man, Channel Islands and EU |

Group 2b – Financial/Social History Documents

| | |
|---|--|
| Utility Bill (UK)* – Not Mobile Tele <input type="checkbox"/> | Mortgage Statement (UK)** Date <input type="checkbox"/> |
| Credit Card Statement (UK)* <input type="checkbox"/> | Bank/Building Society State (UK)* <input type="checkbox"/> |
| Financial Statement ** <input type="checkbox"/> - e.g. pension, endowment, ISA (UK) | P45/P60 Statement ** (UK & Channel Islands) <input type="checkbox"/> |
| Council Tax Statement (UK & Channel Islands) ** <input type="checkbox"/> | A document from Central/ Local Government/ Government Agency/ Local Authority giving entitlement (UK & Channel Islands)* <input type="checkbox"/> e.g. from the Department for Work and Pensions, the Employment Service , Customs & Revenue, Job Centre, Job Centre Plus, Social Security |
| Benefit Statement* - e.g. Child Allowance, Pension <input type="checkbox"/> | |
| Cards carrying the PASS accreditation logo (UK) <input type="checkbox"/> | |
| Work Permit/Visa (UK) (UK Residence Permit) ** <input type="checkbox"/> | |
| EU National ID Card <input type="checkbox"/> | |

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.

Non-EEA nationals or EEA nationals who have lived in the UK for less then 5 years must complete check via group 1 only.

Route 3 This route is a final resort; please contact the BHS Safeguarding Team on 02476 840746 if you cannot satisfy Route 1 or Route 2. **If you fail the external validation check or cannot produce documents for either route, they will need to go for fingerprinting. This may add delay into the overall application process.**