## **DBS ID Document Guide**

## **Group 1: Primary identity documents**

Document	Notes	Example
Passport	Any current and valid passport	ENTIRE ENGLOS OF GREAT BRITANIAND NORTHERN FIRELAND  ON SHART BRITANIAND NORTHERN FIRELAND  ON SHART BRITANIAND NORTHERN FIRELAND  N. SPECIAR  ARGELA ZOE  BRITISH CITIZEN  1 SEP 7-SEP 88  F CROYOUN  16 JUL JULE 10 185  16 JUL JULE 10 185  17 JULE 2011 20 185  18 JULE 2011 20 185  19 JULE 2011 20 185  10 JULE 2011 20 185  1
Biometric residence permit	UK	3 4 5 201234567  SAMPLE BURANNA OTOS-2008  INCHORATE BURANNA STRUCKIT  ON PUBLIC RINGS  O STRUCKIT  ON PUBLIC RINGS  O STRUCKIT  S Sample  IRGBRZ19122345673<  CCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCC
Current driving licence – photo card with paper counterpart	UK, Isle of Man, Channel Islands and EU (full or provisional) - All driving licences must be valid.	Counterpart Driving Licence    140851837   D7406   Prepart that Department - Department of the Counterpartment of

Document	Notes	Example
Birth certificate - issued at time of birth	UK and Channel Islands – including those issued by UK authorities overseas, e.g. embassies, High Commissions and HM Forces	CONTINUE CONTINUE OF A POPULAR DESIGNATION OF
Adoption certificate	UK and Channel Islands	CENTRES OFF MAN ENTER AND STORE AND

## Group 2a: Trusted government documents

Document	Notes	Example
Current driving licence – photo card (if you were issued a paper counterpart but don't give it to your checker)	All countries (full or provisional) - All driving licences must be <u>valid</u> .	DRIVING LICENCE  1. BEAN 2. MISTER 3. 959-78 CNGLAND 4a. 269-96 CNGLAND 4a. 269-96 CNGLAND 7. Par-  8. BEANTSTROMANISTROMANISTROMANISTROM 9. B. BECCI, CIE. DI, DIE. / ALA. DI.  9. B. BECCI, CIE. DI, DIE. / ALA. D  9. B. BECCI, CIE. DI, DIE. / ALA. D
Current driving licence – paper version	UK, Isle of Man, Channel Islands and EU (full or provisional) - All driving licences must be valid.	### 1912 AND
Birth certificate – issued after time of birth	UK and Channel Islands	TOP 479961  CENTIFICATE  OF BIRTH  Name and Squame, 27 and 3 bridge  No. Squame 17 and 3 bridge  No. Squame 18 and 4 bridge  No. Squame 18 and

Document	Notes	Example
Marriage/civil partnership certificate	UK and Channel Islands	CERTIFIED COPY of an Present to the Marriage Act 1949  Reportation Desired Marriage Marriage Act 1949  116 **Marriage Marriage Marriage Marriage Act 1949  117 **Marriage Marriage Marriage Marriage Act 1949  118 **Marriage Marriage Mar
HM Forces ID card	UK	ROYAL NAVY IDENTITY CARD N012345N  AB of Jan 81 175 CM  EXPIRY 06 Jan 15  ROYAL ARMY IDENTITY CARD  IDENTITY CARD  PTE of Jan 81 175 CM  EXPIRY 06 Jan 15  ROYAL AIR FORCE IDENTITY CARD  0123456R  EXPIRY 06 Jan 15  EXPIRY 06 Jan 15
Firearms licence	UK, Channel Islands and Isle of Man	Since Court Certificate  We want and and will be a service of the

## **Group 2b: Financial and social history documents**

Document	Notes	Issue date and validity	Example
Mortgage statement	UK or EEA	Issued in last 12 months	Continues and property details  We A-SCARCOME  The A-SCARCOME
Bank or building society statement	UK and Channel Islands or EEA	Issued in last 3 months	### Control National Process   100 miles   100 miles

Document	Notes	Issue date and validity	Example
Bank or building society account opening confirmation letter	UK	Issued in last 3 months	HSBC (
Credit card statement	UK or EEA	Issued in last 3 months	HSDC VSA PLATROWN  ***CHANGE OF THE PLAN O
Financial statement, e.g. pension or endowment	UK	Issued in last 12 months	Location Provider Marketina (1)  Annual Beanetit  Selection (1)  S

Document	Notes	Issue date and validity	Example
P45 or P60 statement	UK and Channel Islands	Issued in last 12 months	Revenue Control of Con
Council Tax statement	UK and Channel Islands	Issued in last 12 months	STOCKPORT METROPOLITAN BOROUGH COUNCIL  Business Services Directorate. PO Box 39, Stockport SK1 3PP Telephones: 0845 644 4302 Fax: 07797 806862 Fax: 07797 806862 Fax: 07161 474 5202 Date Issued: 10103/2008 COUNCIL TAX BILL 2008/09  Address of property giving rise to charge: Internet Access Code Internet Reference Number
Work permit or visa	UK	Valid up to expiry date	Consulate applied to the Date Number Visal Work Permit  Name Name  No recourse to aublic funds  Work (and any changes) must be  Vour Photo  Your Photo  The Consulate applied to the Date of D

Document	Notes	Issue date and validity	Example
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	Varies by employer
Utility bill	UK – not mobile telephone bill	Issued in last 3 months	Control of the Cont
Benefit statement, e.g. Child Benefit, Pension	UK	Issued in last 3 months	Migh Income Child Benario  As per similar by charge to Child Benario

Document	Notes	Issue date and validity	Example
Central or local government, government agency, or local council document giving entitlement, e.g. from the Department for Work and Pensions, the Employment Service, HMRC	UK and Channel Islands	Issued in last 3 months	The state of the s
EU National ID card		Must still be valid	EUROPEAN IDENTIFICATION CARD  40 copas 2 solids org 2 14 54 RUNITED KINGDOM 4 \$4 PRINCIPAL CITIZED  Image digimarced.
Cards carrying the PASS accreditation logo	UK and Channel Islands	Must still be valid	VALIDATE UK  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	Must still be valid	Varies by school

Please note! The use of all examples above is purely indicative. Many examples are based on sample information or information which is freely available on the internet. There will be variants in most instances and if in doubt please contact <a href="mailto:SaferEmploymentTeam@redbridge.go.uk">SaferEmploymentTeam@redbridge.go.uk</a>