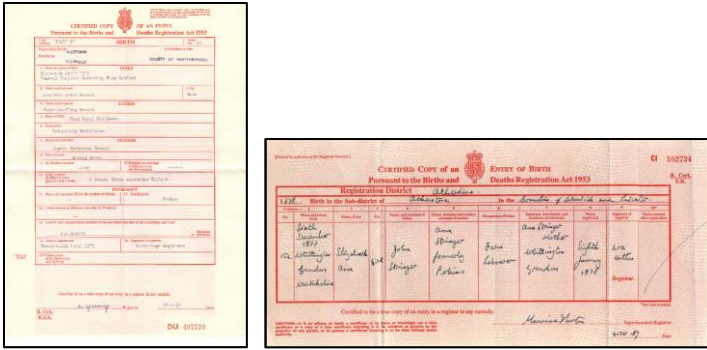




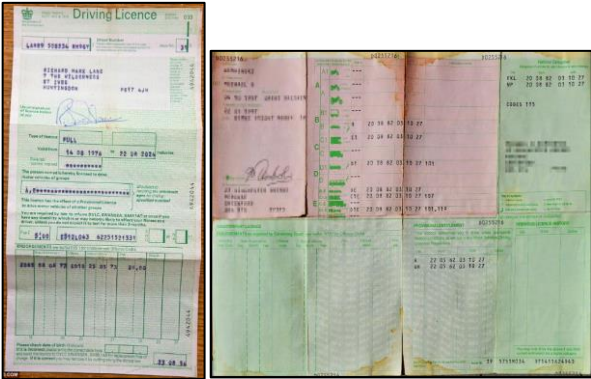

## DBS ID Document Guide

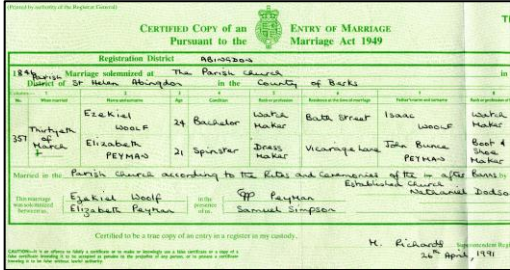


### Group 1: Primary identity documents

Document	Notes	Example
Passport	Any current and valid passport	
Biometric residence permit	UK	
Current driving licence – photo card with paper counterpart	UK, Isle of Man, Channel Islands and EU (full or provisional) - All driving licences must be <a href="#">valid</a> .	

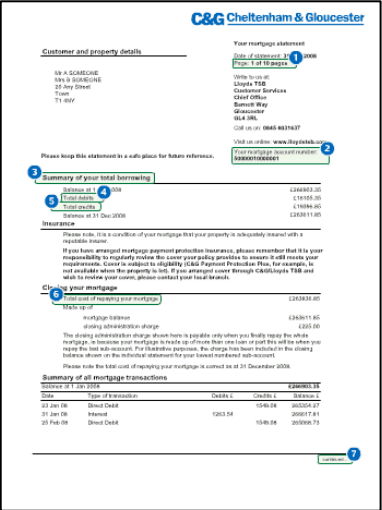
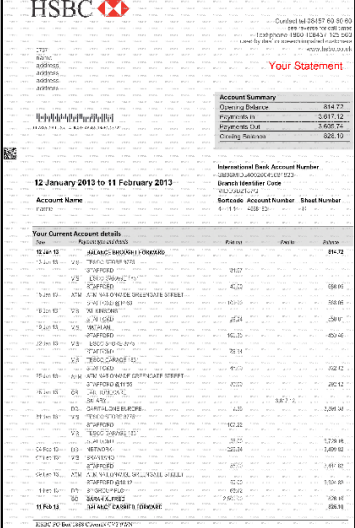
Document	Notes	Example
<p>Birth certificate - issued at time of birth</p>	<p>UK and Channel Islands – including those issued by UK authorities overseas, e.g. embassies, High Commissions and HM Forces</p>	
<p>Adoption certificate</p>	<p>UK and Channel Islands</p>	

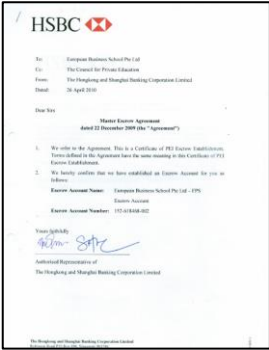


## Group 2a: Trusted government documents

Document	Notes	Example
<p>Current driving licence – photo card (if you were issued a paper counterpart but don't give it to your checker)</p>	<p>All countries (full or provisional) - All driving licences must be <a href="#">valid</a>.</p>	
<p>Current driving licence – paper version</p>	<p>UK, Isle of Man, Channel Islands and EU (full or provisional) - All driving licences must be <a href="#">valid</a>.</p>	
<p>Birth certificate – issued after time of birth</p>	<p>UK and Channel Islands</p>	

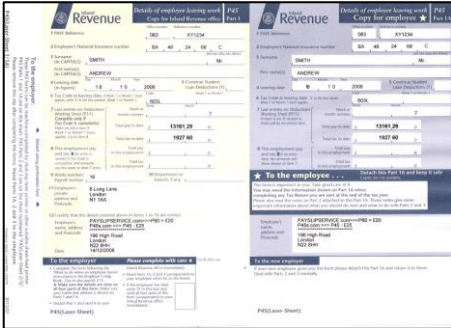


<p>Document</p> <p>Marriage/civil partnership certificate</p>	<p>Notes</p> <p>UK and Channel Islands</p>	<p>Example</p> 
<p>HM Forces ID card</p>	<p>UK</p>	<p>Example</p> 
<p>Firearms licence</p>	<p>UK, Channel Islands and Isle of Man</p>	<p>Example</p> 

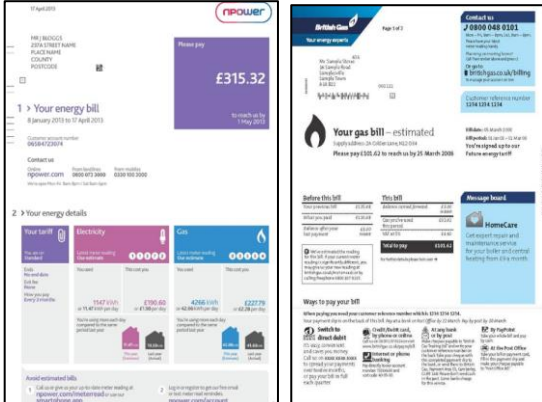
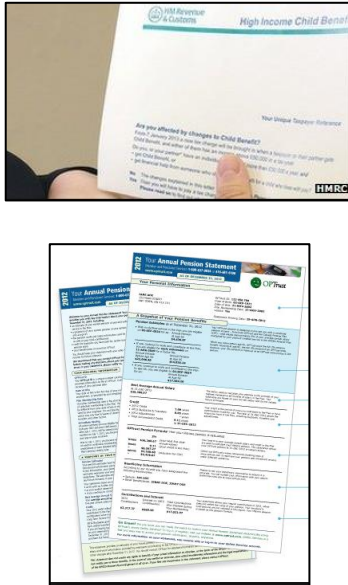
## Group 2b: Financial and social history documents

Document	Notes	Issue date and validity	Example
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	




Document	Notes	Issue date and validity	Example
Bank or building society account opening confirmation letter	UK	Issued in last 3 months	
Credit card statement	UK or EEA	Issued in last 3 months	
Financial statement, e.g. pension or endowment	UK	Issued in last 12 months	



Document	Notes	Issue date and validity	Example																									
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	 <table border="1" data-bbox="1599 922 2136 1011"> <thead> <tr> <th colspan="2">Council Tax Band</th> <th colspan="3">Reason for Bill: New Year Billing</th> <th colspan="2">Account Reference:</th> </tr> <tr> <th>Stockport Council</th> <th>GM Police Authority</th> <th>GM Fire Authority</th> <th>Parish Precept</th> <th colspan="2">Total Council Tax</th> </tr> </thead> <tbody> <tr> <td>£</td> <td>£</td> <td>£</td> <td></td> <td colspan="2">£</td> </tr> <tr> <td>% change +4.5</td> <td>% change +7.5</td> <td>% change +3.5</td> <td></td> <td colspan="2">% change +4.7</td> </tr> </tbody> </table>	Council Tax Band		Reason for Bill: New Year Billing			Account Reference:		Stockport Council	GM Police Authority	GM Fire Authority	Parish Precept	Total Council Tax		£	£	£		£		% change +4.5	% change +7.5	% change +3.5		% change +4.7	
Council Tax Band		Reason for Bill: New Year Billing			Account Reference:																							
Stockport Council	GM Police Authority	GM Fire Authority	Parish Precept	Total Council Tax																								
£	£	£		£																								
% change +4.5	% change +7.5	% change +3.5		% change +4.7																								
Work permit or visa	UK	Valid up to expiry date																										

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	
Benefit statement, e.g. Child Benefit, Pension	UK	Issued in last 3 months	



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	
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	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 [SaferEmploymentTeam@redbridge.go.uk](mailto:SaferEmploymentTeam@redbridge.go.uk)