

## **GUIDANCE ON COMPLETING DISCLOSURE AND BARRING SERVICE APPLICATION**

**Please read the following guidance carefully and see the list of acceptable identity documents on the following page.**

**If you have declared a previous change of name, please provide documentary proof to support the change of name. Where possible, please provide documentation to confirm your 5 year address history.**

### **Route 1**

The applicant must be able to show:

- one document from Group 1, below
- two further documents from either Group 1, or Group 2a, or 2b, below

At least one of the documents must show the applicant's current address.

If the applicant isn't a national of the UK and is applying for voluntary work, they may need to be fingerprinted if they can't show these documents.

### **Route 2**

Route 2 can only be used if it's impossible to process the application through Route 1.

If the applicant isn't a national of the UK and is applying for voluntary work they can't use Route 2.

If the applicant doesn't have any of the documents in Group 1, then they must be able to show:

- one document from Group 2a
- two further documents from either Group 2a or 2b

At least one of the documents must show the applicant's current address. The organisation conducting their ID check must then also use an appropriate external ID validation service to check the application.

### **Route 3**

Route 3 can only be used if it's impossible to process the application through Routes 1 or 2.

For Route 3, the applicant must be able to show:

- a birth certificate issued after the time of birth (UK, Isle of Man and Channel Islands)
- one document from Group 2a
- three further documents from Group 2a or 2b

At least one of the documents must show the applicant's current address. If the applicant can't provide these documents they may need to be fingerprinted.

## Group 1: Primary identity documents

Document	Notes/Issued by
Passport	Any current and valid passport
Biometric residence permit	UK
Current driving licence photocard - (full or provisional)	UK, Isle of Man, and Channel Islands. From 8 June 2015, the paper counterpart to the photocard driving licence will not be valid and will no longer be issued by DVLA
Birth certificate - issued within 12 months of birth	UK, Isle of Man, and Channel Islands - including those issued by UK authorities overseas, for example embassies, High Commissions and HM Forces
Adoption certificate	UK and Channel Islands

## Group 2a: Trusted government documents

Document	Notes/Issued by
Current driving licence photocard - (full or provisional)	All countries outside the UK (excluding Isle of Man and Channel Islands)
Current driving licence (full or provisional) - paper version (if issued before 1998)	UK, Isle of Man, and Channel Islands
Birth certificate - issued after time of birth	UK, Isle of Man, and Channel Islands
Marriage/civil partnership certificate	UK and Channel Islands
Immigration document, visa, or work permit	Issued by a country outside the UK. Valid only for roles whereby the applicant is living and working outside of the UK. Visa/permit must relate to the non-UK country in which the role is based
HM Forces ID card	UK
Firearms licence	UK, Isle of Man, and Channel Islands

All driving licences must be [valid](#).

## Group 2b: Financial and social history documents

Documents	Notes/Issued by	Issue date and validity
Mortgage statement	UK	Issued in last 12 months
Bank or building society statement	UK and Channel Islands	Issued in last 3 months
Bank or building society statement	Countries outside the UK	Issued in last 3 months - branch must be in the country where the applicant lives and works
Bank or building society account opening confirmation letter	UK	Issued in last 3 months
Credit card statement	UK	Issued in last 3 months
Financial statement, for example 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
Letter of sponsorship from future employment provider	Non-UK 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, for example Child Benefit, pension	UK	Issued in last 3 months
Central or local government, government agency, or local council document giving entitlement, for example from the Department for Work and Pensions, the Employment Service, HMRC	UK and Channel Islands	Issued in last 3 months
EEA National ID card		Must still be valid
Irish Passport Card	Cannot be used with an Irish passport	Must still be valid
Cards carrying the PASS accreditation logo	UK, Isle of Man, 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