



## Documents Required for the Disclosure & Barring Service Check

### Can you provide us with any document from Group 1?

Yes - 3 documents must be seen. One document from Group 1 plus any two from Groups 1 or 2.

No - 5 documents to be seen. Five documents from Group 2

**At least one document must confirm your current address and at least one document must confirm your date of birth.**

**\*Documentation should be less than three months old**

**\*\*Issued within past 12 months**

### Group 1

- Passport
- National Identity Card (UK & EU)
- Driving Licence (UK) (Full or provisional)  
- England/ Wales/ Scotland/ Northern Ireland/ Isle of Man ; either photocard or paper ( a photo card is only valid if the individual presents it with the counterpart licence)
- Birth Certificate (UK) - 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
- HM Forces ID Card (UK)
- Firearms Licence (UK)
- Adoption Certificate (UK)

### Group 2

- Marriage/Civil Partnership Certificate, Financial Statement \*\*  
- e.g. pension, endowment, ISA
- Birth Certificate
- Vehicle Registration Document (Document V5 old style and V5C new style only)
- P45/P60 Statement \*\*(UK)
- Mail Order Catalogue Statement\*
- Bank/Building Society Statement\*
- Court Claim Form\*\* (UK)
- Documentation issued by Court Services\*
- Utility Bill\* - electricity, gas, water, telephone – including mobile phone contract/bill Exam Certificate e.g. GCSE, NVQ, O Levels, Degree
- TV Licence\*\*
- Addressed Payslip \*
- Credit Card Statement \*
- National Insurance Card (UK)
- Store Card Statement \*
- NHS Card (UK)
- Mortgage Statement \*\*
- Benefit Statement\* - e.g. Child Allowance, Pension
- Insurance Certificate \*\*

- Certificate of British Nationality (UK)
- Council Tax Statement (UK) \*\*
- Work Permit/Visa (UK) \*\*
- A document from Central/ Local Government/ Government Agency/ Local Authority giving entitlement (UK)\*:  
e.g. from the Department for Work and Pensions, the Employment Service , Customs & Revenue, Job Centre, Job Centre Plus, Social Security
- One of the following documents from the United Kingdom Borders Agency (UKBA) (formerly the Immigration and Nationality Directorate – IND) (UK):

Do not use more than one of the following documents

- Convention Travel Document (CTD) - Blue
- Stateless Person's Document (SPD) - Red
- Certificate of Identity (CID) - Brown
- Application Registration Card (ARC)
- Immigration Status Document (ISD)
- CRB, Disclosure Scotland and ISA Certificate \*\*
- Letter from a Head Teacher \*
- General Medical Council (GMC) Certificate
- Connexions Card (UK)