

## Eligible Individuals DBS List of Acceptable Identification:

\*Please note: there are unique ID requirements for Paid non-EEA nationals.

All applicants will be required to have at least 3 x original ID documents by a nominated ID Checker in accordance with the [DBS ID Checking Guidelines](#). We will provide each applicant with full instructions on how to do this, when we receive your order. In addition, applicants must also provide COPIES of their ID documents so that we can verify your identity. Do NOT send us original ID documents.

### All applicants except paid non-EEA nationals

(3 documents to be seen)

1 document from Group 1.

2 further documents from Group 1, 2a or 2b

Combination of documents must confirm name, DOB & current address.

### \* For paid non-EEA nationals only

(3 documents to be seen)

1 Primary Non-EEA Document (\*see next page)

2 Supporting Documents from Group 1, 2a or 2b.

Combination of documents must confirm name, DOB & current address.

#### Group 1

##### Primary Identity Documents

- Current valid Passport
- Current Driving Licence – photo card (UK / Isle of Man / Channel Islands and EEA) (Full or Provisional)

#### Group 2a

##### Trusted Government Documents

- Current Driving Licence – photo card only (All Countries except Group 1) (Full or Provisional)
- Current Driving Licence – paper version (UK / Isle of Man / Channel Islands / EEA) (Full or Provisional)
- Birth Certificate (UK / Isle of Man / Channel Islands)
- Marriage / Civil Partnership Certificate (UK / Channel Islands)
- HM Forces ID Card (UK)
- Fire Arms Licence (UK / Isle of Man / Channel Islands)
- Immigration document, work permit or VISA (Issued outside of EEA) (Valid only for roles whereby applicant is living and working outside of UK.)
- Biometric Residence Permit (UK)
- Adoption Certificate (UK / Channel Islands)

#### Group 2b

##### Financial & Social History Documents

- Mortgage Statement (UK or EEA) \*\*
- Bank/Building Society Statement (UK, Channel Islands or EEA) \*
- Bank/Building Society Account Opening Confirmation Letter (UK)
- Credit Card Statement (UK or EEA) \*
- Financial Statement e.g. pension, endowment, ISA (UK) \*\*
- P45/P60 Statement (UK / Channel Islands) \*\*
- Council Tax Statement (UK / Channel Islands) \*\*
- Utility Bill (UK) - Not Mobile Phone \*
- Benefit Statement (UK) e.g. Child Allowance, Pension \*
- Document from Central/ Local Government/ Government Agency/ Local Authority (UK / Channel Islands) \*  
e.g. DWP, Employment Service, HMRC, Job Centre, Social Security
- EEA National ID Card – must be valid
- Cards carrying the PASS accreditation logo (UK / Isle of Man / Channel Islands) – must be valid
- Letter from Head Teacher or College Principal (16-19 year olds in full-time education in the UK)

Please note if a document in the List of Valid Identity Documents is:

- Denoted with \* - issued in the last 3 months
- Denoted with \*\* - issued in the last 12 months

\* Paid Non-EEA Nationals (3 documents to be seen) 1 x Primary Document (\*see below) plus 2 x Supporting Documents from Group 1, 2a or 2b.

#### Primary Non-EEA Documents

- A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.
- A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
- A Certificate of Application issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old together with a Positive Verification Notice from the Home Office Employer Checking Service.
- An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service.

#### Applicants providing one of the following documents must also provide a current valid Passport:

- A current Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence.
- A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

**Scan or photo-copy** at ID documents (as detailed above) and send them to us (along with your completed and signed [ID Verification](#) form by:

1. **Email** - scan and email your ID documents to: [info@dbsapplication.co.uk](mailto:info@dbsapplication.co.uk) or...
2. **Post** - post photo copies of your ID documents to: Mayflower Disclosure Services Ltd, 76 Rollesbrook Gardens, Southampton, SO15 5WB, UK