



DISCLOSURE & BARRING SERVICE (DBS) CHECK APPLICATIONS

DBS APPLICATION PROCESS UPDATES

The DBS has introduced new identity (ID) checking guidelines (from 28th May 2012) – these new guidelines apply to all applications for a DBS check. The changes will strengthen the identity checking process and improve public protection.

ID CHECK PROCESS

Route One

Applicants must provide 3 documents –

- 1 document from Group 1; **and**
- 2 further documents from Group 1, 2a or 2b (one must verify their current address)

Route Two

If an applicant cannot provide a Group 1 document, they must produce 3 documents –

- 1 document from Group 2a; **and**
- 2 further documents from Group 2a or 2b (one must verify their current address); **and**
- An external ID validation service will be used to check the applicant against their records to establish their name and living history footprint

Route Three

If an applicant cannot meet the requirements of Route 1 or 2, and a reason can be established for why they were unable to meet these requirements.

Applicant must produce;

- Birth certificate (UK and Channel Islands); **and**
- 4 further documents from Group 2 comprising of:
 - 1 document from Group 2a and
 - 3 further documents from Group 2a or 2b (one must verify their current address)

If an applicant fails to produce the required documents set at Route 3, they will need to be sent for fingerprinting by the Police which is likely to cause a delay to the DBS application process.

For information about documents that can be used, please see DBS Valid ID Documents.

DISCLOSURE & BARRING SERVICE CHECK APPLICATIONS - VALID IDENTITY DOCUMENTS



The Disclosure & Barring Service (DBS) is the new name for the Criminal Records Bureau (CRB) – the process is the same, just the name has changed.

Please see the ID Checking Process document for information about how many documents to send with the application.

Group 1 – Primary Trusted Identity Credentials

- Current valid Passport
- Biometric Residence Permit (UK)
- Current Driving Licence (UK and Isle of Man/Channel Islands)
 - Full or Provisional acceptable - Photo card only (only valid if presented with counterpart licence)
- Birth Certificate (UK and Channel Islands) – issued at the time of birth
 - Full or short form acceptable

Group 2a – Trusted Government/State Issued Documents

- Current UK Driving Licence (old style paper version)
- Current Non-UK Photo Driving Licence (valid only for applicants residing outside of the UK at the time of application)
- Birth Certificate (UK and Channel Islands) – issued after the time of birth by the General Register Office/relevant authority
- Marriage/Civil Partnership Certificate (UK and Channel Islands)
- Adoption Certificate (UK and Channel Islands)
- HM Forces ID Card (UK)
- Fire Arms Licence (UK and Channel Islands)

Group 2b – Financial/Social History Documents

- Mortgage Statement (UK or EEA) **
- Bank/Building Society Statement (UK or EEA) *
- Bank/Building Society Account Opening Confirmation Letter (UK)
- Credit Card Statement (UK or EEA) *
- Financial Statement e.g. pension, endowment, ISA **
- P45/P60 Statement (UK and Channel Islands) **
- Council Tax Statement (UK and Channel Islands) **
- Work Permit/Visa (UK) **
- Letter of Sponsorship from future employment provider (Non-UK/Non-EEA only – valid only for applicants residing outside of the UK at the time of application)
- Utility Bill (UK) – not Mobile Telephone *
- Benefit Statement e.g. Child Allowance, Pension *
- A document from Central/Local Government/Government Agency/Local Authority giving entitlement (UK & Channel Islands) *
- EU National ID Card
- Cards carrying the PASS accreditation logo (UK & Channel Islands)
- Letter from Head Teacher/College Principal (16/17 year olds in full time education – only used when other documents have been exhausted)

* = less than 3 months old

** = issued within the last 12 months