**ACCEPTABLE DBS DOCUMENT LIST**

**Identity Documents: - we must have ONE of these without exception**

* **Current valid Passport -** UK or EEA (or Non-EEA in combination with a Biometric Residence Permit or current Work Permit/Visa)
* **Biometric Residence Permit** (UK)
* **Current Driving Licence -** (UK) (Full or provisional) Isle of Man /Channel Islands
	+ Photo card only (a photo card is only valid if the individual presents it with the associated counterpart licence; except Jersey)
* **Birth Certificate -** (UK & Channel Islands) - 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

**Proof of Address and National Insurance Number: - please choose TWO DIFFERENT documents from the following list**

***Documents that must have been issued within the LAST 3 MONTHS:***

* **Credit Card Statement** (UK)
* **Bank/Building Society Statement** (UK)
* **Utility Bill** (UK) – Not Mobile Telephone
* **Benefit statement** – EG. Child Allowance, Pension

***Documents that must have been issued with the LAST 12 MONTHS:***

* **Mortgage Statement** (UK)
* **Financial Statement –** EG. Pension, Endowment, ISA
* **P45/P60 Statement** (UK & Channel Islands)
* **Council Tax Statement** (UK & Channel Islands)
* **Work Permit/Via** (UK) (UK Residence Permit)

***Documents than can be MORE than 12 MONTHS old:***

* **A document from Central Government / Local Government / Government Agency / Local Authority giving entitlement –** (UK & Channel Islands)
	+ E.G. from the Department for Work and Pensions, the Employment Service , Customs & Revenue, Job Centre, Job Centre Plus, Social Security
* **EU National ID Card**
* **Cards carrying the PASS accreditation logo** (UK)

***Please note that these documents will need to be scanned or faxed, photographs are NOT accepted.***