

DBS - Identity Document Guide

The DBS require that an applicant **provide 3 documents** to prove their identity and address. Of those 3 documents, at least one should be of the following:

1. Valid Passport (any current & valid passport)
2. Biometric residence permit (UK)
3. Current driving licence photocard – full or provisional (UK, Isle of Man, Channel Islands and EEA)
4. Birth certificate – issued within 12 months of birth (UK, Isle of Man & Channel Islands – including those issued by UK authorities overseas e.g. embassies, High Commissions & HM Forces)
5. Adoption certificate (UK & Channel Islands)

Please note: If you are a driver you must present a valid driving licence (Photo Drivers Licence or 'old style' paper Driving Licence. If you have a 'valid' passport then you must produce this also.

You can also show the following documents:

1. A bank statement or opening account confirmation letter (issued within the last 3 months - sent to your home address but NOT printed off the internet).
2. Utility Bill sent to your home address (issued within the last 3 months – but NOT a mobile phone bill).
3. UK (old style paper version) Driving Licence.
4. Current driving licence photocard - full or provisional (All countries outside the EEA – excluding Isle of Man & Channel Islands).
5. A certified copy of a Birth Certificate **issued after 12 months** of birth date.
6. Mortgage Statement (UK or EEA only) - issued in the last 12 months.
7. Financial Statement e.g.: Pension, Endowment, ISA (UK) – issued in the last 12 months.
8. P45/P60 – issued in the last 12 months.
9. Council Tax Statement (UK/Channel Islands) – issued in the last 12 months.

10. Central/Local government agency, or local council document giving entitlement, e.g. from the Department for Work & Pensions, the Employment Service, HMRC – issued in the last 3 months.
11. Benefits Statement (UK) e.g. Child Allowance, Pension – issued in the last 3 months.
12. Marriage/Civil Partnership Certificate (UK/Channel Islands).
13. Fire Arms Licence (UK/Channel Islands).
14. HM Forces ID Card (UK)
15. EU National ID Card (must be valid)
16. Work Permit/Visa (UK Residence Permit, valid up to expiry date).
17. Cards carrying the PASS accreditation logo.

If you have brought a document that is **NOT LISTED ABOVE** it cannot be used as a document to prove ID for DBS application purposes.

'Right to Work' in the UK

If you are not a UK-EU passport holder you will also have to bring documents that prove your right to work in the UK. These can be any of the following:

- A passport showing that the holder is a British citizen, or has the right of abode in the United Kingdom.
- A document showing that the holder is a national of a European Economic Area country* or Switzerland. This must be a national passport or national identity card.
- A residence permit issued by the United Kingdom to a national from the European Economic Area country or Switzerland.
- A passport or other document issued by the Home Office which has an endorsement stating that the holder has a current right of residence in the United Kingdom as the family member of a national from a European Economic Area country or Switzerland.
- A passport or other travel document endorsed to show that the holder can stay indefinitely in the United Kingdom, or has no time limit on their stay.
- A passport or other travel document endorsed to show that the holder can stay in the United Kingdom; and that this endorsement allows the holder to do the type of work the employer is offering if they do not have a work permit.
- An Application Registration Card issued by the Home Office to an asylum seeker stating that the holder is permitted to take employment.

If you cannot provide any of the above documents, you will need to provide **two** of the following documents in the combinations listed below and the documents you provide must be **originals**:

First Combination

- A document giving a person's permanent National Insurance number and name. This could be a: P45, P60, National Insurance card, or a letter from a Government agency- **Please note this can't be used to prove identity but only part of proving a right to work.**

AND one of the following documents

- A full birth certificate issued in the United Kingdom, which includes the names of the holder's parents **or**
- A birth certificate issued in the Channel Islands, the Isle of Man or Ireland **or**
- A certificate of registration or naturalisation stating that the holder is a British citizen **or**
- A letter issued by the Home Office which indicates that the person named in it can stay indefinitely in the United Kingdom or has no time limit on their stay **or**
- An Immigration Status Document issued by the Home Office with an endorsement indicating that the person named in it can stay indefinitely in the United Kingdom or has no time limit on their stay **or**
- A letter issued by the Home Office which indicates that the person named in it can stay in the United Kingdom; and this allows them to do the type of work that the employer is offering **or**
- An Immigration Status Document issued by the Home Office with an endorsement indicating that the person named in it can stay in the United Kingdom; and this allows them to do the type of work that the employer is offering.

Second combination

- A work permit or other approval to take employment that has been issued by Work Permits UK

AND one of the following documents

- A passport or other travel document endorsed to show that the holder is able to stay in the United Kingdom and can take the work permit employment in question **or**
- A letter issued by the Home Office confirming that the person named in it is able to stay in the United Kingdom and can take the work permit employment in question.

After verifying your documents an Oxfordshire County Council staff member will take a photograph that can be put on your new OCC badge

If you are unable to provide any documentation needed or have any queries about the above please contact the Transport Hub before your appointment and they will be able to advise you on the best course of action.