**Routes and Documents required for DBS Check**

**Route 1**

You must be able to show:

* one document from Group 1
* 2 further documents from either Group 1, or Group 2a or 2b

At least one of the documents must show your current address.

If you’re not a national of the UK or the EEA and you’re applying for voluntary work you may need to be fingerprinted if you can’t show these documents.

**Route 2**

If you don’t have any of the documents in Group 1, then you must be able to show:

* one document from Group 2a
* 2 further documents from either Group 2a or 2b

At least one of the documents must show your current address. The organisation conducting their ID check must then also use an appropriate external ID validation service to check the application.

If you’re an EEA national who’s been resident in the UK for 5 years or less you may need to be fingerprinted if you can’t show these documents.

**Route 3**

Route 3 can only be used if it’s impossible to process the application through Routes 1 or 2.

EEA nationals who’ve been resident in the UK for 5 years or less can’t use Route 3.

For Route 3, you must be able to show:

* a birth certificate issued after the time of birth (UK and Channel Islands)
* one document from Group 2a
* 3 further documents from Group 2a or 2b

At least one of the documents must show your current address. If you can’t provide these documents you may need to be fingerprinted.

**Table 1:**

|  |  |  |
| --- | --- | --- |
| **Document** | **Notes** | **Issue date and validity**  |
| Passport  | Any current and validpassport |  |
| Biometric residence permit | UK  |  |
| Current driving licence -photo card (full orprovisional) | UK/Isle of Man/ChannelIslands and EU |  |
| Birth certificate - issuedwithin 12months of birth  | UK and Channel Islands -including those issued byUK authorities overseas,e.g. Embassies, HighCommissions and HMForces |  |
| Adoption Certificate  | UK and Channel Islands  |  |

**Table 2a: Trusted government documents**

|  |  |  |
| --- | --- | --- |
| **Document** | **Notes** | **Issue date and validity**  |
| Current driving licencephoto card (full orprovisional)  | UK AII countries outsidethe EU (excluding Isle of Man and Channel Islands)  |  |
| Current driving licence(full or provisional) paperversion (if issued before 1998) | UK, Isle of Man, ChannelIslands and EU |  |
| Birth certificate - issuedafter time of birth | UK, Channel Islands andIsle of Man |  |
| Marriage/civil partnershipcertificate  | UK and Channel Islands  |  |
| HM Forces ID card | UK |  |
| Firearms licence | UK, Channel Islands andIsle of Man  |  |

**Table 2b: Financial and Social history documents**

|  |  |  |
| --- | --- | --- |
| **Document** | **Notes** | **Issue date and validity**  |
| Mortgage statement Bank or building societystatement | UK or EEA | Issued in last 12 months |
| Bank or building societyaccount openingconfirmation letter | UK and Channel Islands orEEA | Issued in last 3 months  |
| Credit card statement | UK  | Issued in last 3 months |
| Financial statement, e.g.pension or endowment | UK or EEA | Issued in last 12 months |
| P45 or P60 statement | UK and Channel Islands | Issued in last 12 months |
| Council Tax statement | UK and Channel Islands | Issued in last 12 months |
| Work permit or visa | UK | Valid up to expiry date |
| Letter of sponsorship fromfuture employmentprovider  | Non-UK or non-EEA only­valid only for applicantsresiding outside of the UKat time of application | Must still be valid  |
| Utility bill  | UK - not mobile telephone bill | Issued in last 3 months  |
| Benefit statement, e.g.Child Benefit, Pension |  | Issued in last 3 months |
| Central or local government, government agency, or local councildocument giving entitlement, e.g. from the Department for Work andPensions, the Employment Service, HMRC | UK and Channel Islands  | Must still be valid |
| EU National ID card | - | Must still be valid |
| Cards carrying the PASSaccreditation logo | UK, Channel Islands and Isle of Man | Must still be valid |
| Letter from Head Teacheror College Principal  | UK - for 16 to 19-year olds Must still be valid in full time education - onlyused in exceptional circumstances if other documents cannot beprovided | Must still be valid |