

ID DOCUMENTS CHECKLIST

You need to produce at least **THREE** ID documents

At least **one** PRIMARY document and another **two** items from SECONDARY list

Please note that the documents must be in your **CURRENT NAME**, as this will be used for your DBS; please also provide any documents that show if you have changed your name, ie Change of Name Deed, Adoption/Marriage Certificate.

AT LEAST ONE DOCUMENT MUST ALSO SHOW YOUR CURRENT ADDRESS

You may also need to have your fingerprints taken by the local Police if you are not able to provide sufficient proof of ID – you will be advised if this is needed

PRIMARY ID DOCUMENTS

Provide at least **ONE** of the following (at least one must be PHOTOGRAPHIC)

<input type="checkbox"/> ANY Current Valid Passport (Any current and valid passport)	<input type="checkbox"/> Biometric Residence Permit (UK)
<input type="checkbox"/> UK Driving licence – Photocard UK, Isle of Man, Channel Islands (full or provisional)	<input type="checkbox"/> UK Birth Certificate (issued within 12 months of date of birth)

SECONDARY ID DOCUMENTS

Provide at least **TWO** of the following, at least one of which must show your **current UK address**
most of these documents must be issued in UK and be <3 months old (please check)
(The address provided is where your DBS certificate will be sent so please don't use old documents)

<input type="checkbox"/> UK Birth Certificate - (issued more than 12 Months of date of birth)	<input type="checkbox"/> EU National ID Card (Must still be valid)
<input type="checkbox"/> UK Marriage/Civil Partnership Certificate	<input type="checkbox"/> UK Bank/Building Society/Credit Card Statement (or opening Confirmation Letter (Internet statements must be stamped and validated by your bank; <3 Months old)
<input type="checkbox"/> UK Benefit Statement e.g. Child Benefit, Pension. (< 3 Months old)	<input type="checkbox"/> UK Electricity/Gas/Water Bill (<3 Months old)
<input type="checkbox"/> Letter from UK Local Government/ Government Agency/ Local Authority e.g. from the DWP, Job Centre, HMRC. NHS, Student finance letter (< 3 Months old)	<input type="checkbox"/> UK Mortgage or Financial Statement (<12 Months old)
<input type="checkbox"/> UK P45/P60 Statement (<12 Months old)	<input type="checkbox"/> UK Council Tax Statement or letter from Council (<12 Months old)

OTHER - *If you have not lived in UK continuously for last 5 years, even if you are a British national*

<input type="checkbox"/> Overseas Police Clearance / Good character certificate	<input type="checkbox"/>
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You will be asked to provide ORIGINALS of these documents – details will follow. Photocopies and Internet documents are not acceptable