



# Identity Documents required for DBS checks

## Identity Documents for UK Nationals

You must supply 3 documents in total; 1 document from Group 1 and 2 further documents from Group 1, 2a or 2b; at least one of which must verify your current address. If you are unable to produce these documents, please contact the NHS Wales Shared Service Partnership for advice. I should make you aware that if you are unable to produce a Group 1 document then an external ID validation service will need to be accessed. This may delay the processing of your application.

### Group 1: Primary Identity Documents

Document	Notes
Passport	Any current and valid passport
Biometric residence permit	UK
Current driving licence photocard – (full or provisional)	UK, Isle of Man, Channel Islands. From 8 June 2015, <b>the paper counterpart to the photocard driving licence will not be valid and will no longer be issued by DVLA.</b>
Birth certificate – must be issued within 12 months of date of birth	UK, Isle of Man and Channel Islands – including those issued by UK authorities overseas, for example embassies, High Commissions and HM Forces
Adoption certificate	UK and Channel Islands

### Group 2a: Trusted Government Documents

Document	Notes
Current driving licence photocard – (full or provisional)	All countries outside the UK (excluding Isle of Man and Channel Islands)
Current driving licence (full or provisional) – paper version (if issued before 1998)	UK, Isle of Man, Channel Islands
Birth certificate – issued after time of birth.	UK, Isle of Man and Channel Islands



Document	Notes
Marriage/civil partnership certificate	UK and Channel Islands
Immigration document, visa or work permit	Issued by a country outside the UK. Valid only for roles whereby the applicant is living and working outside of the UK. Visa/permit must relate to the non-UK country in which the role is based.
HM Forces ID card	UK
Firearms licence	UK, Channel Islands and Isle of Man

## Group 2b: Financial and social history documents

Document	Notes	Issue date and validity
Mortgage statement	UK	Issued in last 12 months
Bank or building society statement	UK and Channel Islands	Issued in last 3 months
Bank or building society statement	Countries outside the UK	Issued in last 3 months – branch must be in the country where the applicant lives and works
Bank or building society account opening confirmation letter	UK	Issued in last 3 months
Credit card statement	UK	Issued in last 3 months
Financial statement, for example pension or endowment	UK	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
Letter of sponsorship from future employment provider	Non UK only – valid only for applicants residing outside of the UK at time of application	Must still be valid



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<b>Document</b>	<b>Notes</b>	<b>Issue date and validity</b>
Utility bill	UK – not mobile telephone bill	Issued in last 3 months
Benefit statement, for example, Child Benefit, Pension	UK	Issued in last 3 months
Central or local government, government agency, or local council document giving entitlement, for example from the Department for Work and Pensions, the Employment Service, HMRC	UK and Channel Islands	Issued in last 3 months
EEA National ID card		Must still be valid
Irish Passport card	Cannot be used with an Irish passport	Must still be valid
Cards carrying the PASS accreditation logo	UK, Isle of Mann and Channel Islands	Must still be valid
Letter from head teacher or college principal	UK – for 16 to 19 year olds in full time education – only used in exceptional circumstances if other documents cannot be provided	Must still be valid



## Identity Documents for Non-UK Nationals

If you want to undertake paid work and you are not a national of the UK you must be able to supply 1 original 'Primary Document' and 2 original supporting documents from Groups 1, 2a or 2b, one of which must verify your current address. If you are not able to produce these documents, you will be unable to undergo a DBS check. This is because the right to work in the UK cannot be established.

### Primary Documents

Document
A current passport or passport card showing that the holder is a national of Ireland.
A current document issued by the Home Office to the family member of an EEA or Swiss citizen and indicates that the holder is permitted to stay in the United Kingdom indefinitely.
A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK.
Online evidence of immigration status. Either via the View and Prove service or using the BRP or BRC online service. Issued by the Home Office to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question. Must be valid. Note: this includes the EUSS digital status confirmation.
A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.
A current document issued by the Home Office to a family member of an EEA or Swiss citizen, and which indicates that the holder is permitted to stay in the United Kingdom for a time limited period and to do the type of work in question.
A frontier worker permit issued under regulation 8 of the Citizen's Rights (Frontier Workers) (EU Exit) Regulations 2020.



<b>Document</b>
A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
A document issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules on or before 30 June 2021 together with a Positive Verification Notice from the Home Office Employer Checking Service.
An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service.
A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.

## Supporting Documents

### Group 1

Document	Notes
Passport	Any current and valid passport
Biometric residence permit	UK
Current driving licence photocard – (full or provisional)	UK, Isle of Man, Channel Islands. From 8 June 2015, <b>the paper counterpart to the photocard driving licence will not be valid and will no longer be issued by DVLA</b>
Birth certificate – must be issued within 12 months of date of birth	UK, Isle of Man and Channel Islands – including those issued by UK authorities overseas, for example embassies, High Commissions and HM Forces
Adoption certificate	UK and Channel Islands

### Group 2a

Document	Notes
Current driving licence photocard – (full or provisional)	All countries outside the UK (excluding Isle of Man and Channel Islands)



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<b>Document</b>	<b>Notes</b>
Current driving licence (full or provisional) – paper version (if issued before 1998)	UK, Isle of Man, Channel Islands
Birth certificate – issued after time of birth	UK, Isle of Man and Channel Islands
Marriage/civil partnership certificate	UK and Channel Islands
Immigration document, visa or work permit	Issued by a country where the work is based.
HM Forces ID card	UK
Firearms licence	UK, Channel Islands and Isle of Man

## Group 2b

<b>Document</b>	<b>Notes</b>	<b>Issue date and validity</b>
Mortgage statement	UK	Issued in last 12 months
Bank or building society statement	UK and Channel Islands	Issued in last 3 months
Bank or building society statement (for applicants living and working outside the UK)	Countries outside the UK	Issued in last 3 months – branch must be in the country where the applicant lives and works
Bank or building society account opening confirmation letter	UK	Issued in last 3 months
Credit card statement	UK	Issued in last 3 months
Financial statement, for example pension or endowment	UK	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



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<b>Document</b>	<b>Notes</b>	<b>Issue date and validity</b>
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Utility bill	UK – not mobile telephone bill	Issued in last 3 months
Benefit statement, for example, Child Benefit, Pension	UK	Issued in last 3 months
Central or local government, government agency, or local council document giving entitlement, for example from the Department for Work and Pensions, the Employment Service, HMRC	UK and Channel Islands	Issued in last 3 months
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