

# I.D Needed for DBS Application

Please note one form of I.D. must contain current address.

## Group 1 I.D:

You will need at least 1 piece of the following I.D:

- Passport (Current)
- UK Birth Certificate (Original issued within 12 months of birth - not a re-print)
- UK Photocard Driving Licence Provisional or full (Current)
- UK Biometric Residence Permit (Current)
- UK Adoption Certificate

If you **do not have a piece of Group 1 I.D**, you will need to apply for either a Provisional Driving Licence which can be applied for from the age of 15 years and 9 months or a Passport. It is recommended that you do this A.S.A.P as it can take a number of weeks.

If you **have 1 piece of Group 1 I.D**

If you have **1 piece of Group 1 I.D**, you will need to supply 2 pieces of Group 2 I.D.

The most common are listed below:

- UK Birth Certificate (Re-Print) Not accepted with Original.
- Bank/Building Society Statement (Dated within 3 months) \*
- Bank/Building Society Opening Letter (Dated within 3 months)\*
- 2nd Bank/Building Society Statement from a different provider (Dated within 3 months) \*
- P60 (Issued in the last 12 months)\*
- Letter from Head Teacher for 16-19 year olds in FT education (Accepted in exceptional circumstances only, must be dated within 3 months and include name, address, D.O.B, dates attended school.)\*
- Cards carrying the PASS accreditation logo (UK, Isle of Man and Channel Islands) –must be current.

\*Must be received in the post, online copies or copies collected in person not accepted.

If you **have 2 pieces of Group 1 I.D**

If you have **2 pieces of Group 1 I.D**, you will need to supply 1 piece of I.D from Group 2.

The most common are listed below:

- UK Birth Certificate (Re-Print) Not accepted with Original.
- Bank/Building Society Statement (Dated within 3 months) \*
- Bank/Building Society Opening Letter (Dated within 3 months)\*
- 2nd Bank/Building Society Statement from a different provider (Dated within 3 months)\*
- P60 (Issued in the last 12 months)\*
- Letter from Head Teacher for 16-19 year olds in FT education (Accepted in exceptional circumstances only, must be dated within 3 months and include name, address, D.O.B, dates attended school.)\*
- Cards carrying the PASS accreditation logo (UK, Isle of Man and Channel Islands) –must be current.

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If you have **3 pieces of Group 1 I.D**

If you now have 3 forms of I.D., you can bring them to reception to be photocopied.

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If you do not have enough I.D. from Group 2 you will need to request from the list above.

- For a full list of acceptable I.D. please see the Chelmsford College website under courses and DBS.
- Please ensure all I.D. is in the same name and address that you have enrolled with.
- Originals need to be seen – photocopies will not be accepted.
- If the student is not a UK National they may be required to provide a fourth piece of I.D.
- Forms of acceptable I.D. are updated by the Government on a regular basis and are therefore subject to change.

## **DBS Valid Identity Documents**

Please bring 3 of the following documents for an Enhanced Disclosure Check.

Photocopies will not be accepted. At least one should come from Group 1 and one should show your current address.

### **Group 1 –Primary Identity Documents**

- **Current valid Passport**
- **Biometric Residence Permit (UK) (Current)**
- **Current Driving Licence UK, Isle of Man and Channel Islands (Full or Provisional)** –Photo card Style only
- **Birth Certificate (UK, Isle of Man and Channel Islands)** –issued within 12 months of birth; including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces.
- **Adoption Certificate** – UK and Channel Islands

### **Group 2a –Trusted Government Documents**

- **Current Driving licence** – Photocard (All Countries outside UK excluding Isle of Man and Channel Islands, Full or Provisional)
- **Current Driving Licence** - Paper version (Issued before 1998) – UK, Isle of Man and Channel Islands (Full or provisional)
- **Birth Certificate** (UK, Isle of Man and Channel Islands) – (issued after the time of birth by the General Register Office/relevant authority i.e. Registrars)
- **Marriage/Civil Partnership Certificate** (UK and Channel Islands)
- **HM Forces ID Card** (UK)
- **Fire Arms Licence** (UK, Channel Islands and Isle of Man)

### **Group 2b –Financial and Social History Documents**

- **Mortgage Statement** (UK) –issued in last 12 months \*
- **Bank/Building Society Statement** (UK and Channel Islands) –issued in last 3 months. (Two can be submitted if from different providers.) \*
- **Bank/Building Society Account Opening Confirmation Letter (UK)** –issued in last 3 months \*
- **Credit Card Statement** (UK) –issued in last 3 months \*
- **Financial Statement** -e.g. pension, endowment, (UK) –issued in last 12 months \*
- **P45/P60 Statement** (UK & Channel Islands) –issued in last 12 months \*
- **Council Tax Statement** (UK & Channel Islands) –issued in last 12 months \*
- **Utility Bill** (UK) NOT mobile telephone –issued in last 3 months. (Two can be submitted if from different providers.) \*
- **Benefit Statement** e.g. Child allowance, Pension (UK) –issued in last 3 months \*
- **Central or local government, government agency or local council document** giving entitlement e.g. from the Department of Work and Pensions, the Employment Service, HMRC (UK and Channel Islands) –issued in last 3 months \*
- **EEA National ID Card** –must still be valid.
- **Cards carrying the PASS accreditation logo** (UK, Isle of Man and Channel Islands) –must be current.
- **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 produced –issued in last 3 months.

This should be on headed paper and show:

- Full Name of Applicant
  - Current Address
  - Date of Birth
  - Dates Attended the School in Question \*
- **Irish Passport Card** – Cannot be used with an Irish Passport.

**\*Document must be received in the post and not printed online or collected in person.**