North Yorkshire
education services

DBS List of Acceptable Evidence for Applicants

Applicants must produce 3 documents:

- One document from group 1 and
- 2 further documents from group 1, 2a or 2b one of which must verify their current address.

Group 1 – Primary Trusted Identity Credentials

Document	Notes
Passport	Any current and valid passport
Biometric residence permit	UK
Current driving licence – photo card.	UK/Isle of Man/Channel Islands and EU (full or provisional) All licences must be valid in line with current DVLA requirements
Birth Certificate- issued at time of birth	UK and Channel Islands – including those issued by UK authorities overseas e.g. Embassies, High Commissions and HM Forces
Adoption Certificate	UK and Channel Islands

Group 2a – Trusted Government Documents

Document	Notes
Current driving licence- photo card	All countries (full or provisional) (Excluding UK/Isle of Man/Channel Islands and EU) All licences must be valid in line with current DVLA requirements
Current driving licence – paper version	UK/Isle of Man/Channel Islands and EU (full or provisional). All licences must be valid in line with current DVLA requirements
Birth certificate – issued after time of birth	UK and Channel Islands
Marriage/Civil Partnership Certificate	UK and Channel Islands
HM Forces ID Card	UK
Firearms Licence	UK, Channel Islands and Isle of Man

Group 2b – Financial/Social History Documents

Document	Notes	Issue Date and Validity
Mortgage Statement	UK EEA	Issued in last 12 months
Bank or building society statement	UK and Channel Islands or EEA	Issued in last 3 months
Bank or building society account opening confirmation letter	UK	Issued in last 3 months
Credit card statement	UK or EEA	Issued in last 3 months
Financial statement e.g. 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
Works permit or visa	UK	Valid up to expiry date
Letter of sponsorship from future employment provider	Non-UK or non EEA only – valid only for applicants residing outside the UK at the time of application	Must still be valid

Utility bill	UK – not mobile phone bill	Issued in last 3 months
Benefit statement e.g. Child Benefit, 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
EU National ID card		Must still be valid
Cards carrying the PASS accreditation logo	UK and Channel Islands	Must still be valid
Letter from head teacher or college principal	UK – for 16 – 19 year olds in full time education. Only used for exceptional circumstances if other documents cannot be provided	

Further guidance

What if the applicant has changed their name recently and cannot provide ID documents in this new name?

Documents in a previous name can be accepted ONLY where the applicant can provide documentation supporting a recent change because of:

- marriage/civil partnership (marriage/civil partnership certificate)
- divorce/civil partnership dissolution (decree absolute/civil partnership dissolution certificate)
- deed poll (Deed Poll certificate)

Ensure that all ‘Previous names’ and ‘Dates used’ are recorded in the DBS application form.