

ID list for Criminal Record checks

If you will be working with children or vulnerable adults, you may be asked to fill in an online form with one of our recruiters. If you already have a Criminal Record Check and are registered with the update service, we only need to check the DBS number online. If we need to do our own check, you will need the following:

Information:

- The **month and year** that you moved to your current address
- A full **5-year address history** including the month and year you moved to each address. Make sure there are no gaps.
- You may need your **national insurance number**

Documents:

(Please note you only need to show these documents, not part with them!)

You need a total of **three** documents.

If you have one of the documents from List 1, the other two can be from any of the lists, but:

- At least one document must verify your current name
- At least one document must verify your current address
- At least one document must verify your date of birth
- And, if you have had a name change, you must provide documentary proof to support this

If you don't have any of the documents from List 1, you will need **one** document from list 2a; the other two can be from list 2a and/or 2b, but:

- At least one document must verify your current address
- And, if you have had a name change, you must provide documentary proof to support this
- You may also need to undergo an external ID validation check with an online service (enhanced only).

List 1

- Current valid passport
- Biometric residence permit (UK)
- Current photo card (not paper) driving licence (full or provisional)
- Birth certificate issued within 12 months of birth – UK or Channel Islands (full or short)
- Adoption certificate

List 2a

- Current paper driving licence

- Current photo non-UK driving licence (must be valid for up to 12 months from the date the applicant entered the UK)
- Birth certificate issued after time of birth – UK or Channel Islands
- Marriage/civil partnership certificate
- Immigration document, visa or work permit issued by a country outside the EEA
- HM forces ID card
- UK Fire Arms Licence

List 2b

- UK or EEA Mortgage statement (issued in the last 12 months)
- UK or EEA Bank/building society statement (issued in the last 3 months)
- Bank/building society statement issued outside the EEA (issued in the last 3 months)
- UK Bank/Building Society Account Opening Confirmation Letter (issued in the last 3 months)
- UK or EEA Credit card statement (issued in the last 3 months)
- UK or EEA Financial statement, e.g. pension, ISA etc. (issued in the last 12 months)
- UK P45/P60 (issued in the last 12 months)
- UK council tax statement (issued in the last 12 months)
- UK utility bill (not mobile) (issued in the last 3 months)
- UK Benefit statement, e.g. child allowance, pension (issued in the last 3 months)
- A document from central/local government/government agency e.g. job centre, department for work and pensions, customs and revenue etc. (issued in the last 3 months)
- EEA national valid ID card
- UK cards carrying the PASS accreditation logo (valid)
- Letter from head teacher or college principal for UK 16-19 year olds in full time education (only use if exceptional circumstances if other documents cannot be provided)
- Letter of sponsorship from future employment provider for non-UK or non-EEA applicants only residing outside of the UK at time of application

NB Extra note for recruiters

For basic level checks there is the option of 5 documents for group 2, but this is only valid if the National Insurance number is submitted on page 1 of the form; otherwise there must be a document from group 1 as ID.