DBS List of Acceptable Identification

Mayflower
We do it online!

- To approve a DBS Application for processing, the ID Checker or Application Manager **must** view and verify at least 3 x **original** ID documents for each DBS Applicant.
- This list/process is stipulated by the DBS. It cannot be changed/altered/avoided. If an applicant cannot provide ID in accordance with this list a DBS check cannot be obtained.
- ***3 routes can be taken. All checkers must have exhausted Route 1 and then Route 2, before considering using Route 3. For all routes, the applicant's DOB and current address must be verified.***

Route 1
(3 documents to be seen)

1 document from Group 1

2 further documents from Group 1, 2a or 2b.

Unable to verify via Route 1?

Route 2
(3 documents to be seen plus an External ID Check)

note: a Group 2a document must be provided (EU ID Card is NOT in Group 2a)

1 document from Group 2a

2 further documents from Group 2a or 2b

plus External ID Validation Check – contact Mayflower *incurs additional charge

Unable to verify via Route 2?

Route 3
(5 documents to be seen)

1 certified copy of a UK Birth Certificate (UK and Channel Islands), **issued 6 weeks after date of birth** by the General Register Office/relevant authority)

4 **further documents** from Group 2:
1 from Group 2a

3 from Group 2a or 2b

Unable to verify via Route 3?

Route 3b: Fingerprinting
Unable to verify applicant's ID

Paper DBS Application form required – contact Mayflower (unable to process online)

In processing police will arrange appointment with applicant at local Police Station for fingerprints to be taken

Note: delays will be experienced with this route. We do not recommend this route.

Group 1 : Primary Trusted Identity Credentials

- Current valid Passport
- Biometric Residence Permit (UK)
- Photo Driving Licence; Full or Provisional (UK, Isle of Man ;Channel Islands and EU Countries)
- Birth Certificate (UK and Channel Islands) - issued WITHIN 6 weeks of date of birth;
  Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces. (Photocopies are not acceptable)
- Adoption Certificate (UK and Channel Islands)

Group 2a
Trusted Government Issued Documents

- Current old-style UK Driving licence (pre-1998 paper version) – Full or Provisional
- EU paper Driving Licence
- Photo Driving Licence (all countries); where a Counterpart has NOT been presented
- Birth Certificate (UK and Channel Islands) - (issued 6 weeks AFTER date of birth by the General Register Office/relevant authority i.e. Registrars – Photocopies are not acceptable)
- Marriage/Civil Partnership Certificate (UK and Channel Islands)
- Adoption Certificate (UK and Channel Islands)
- HM Forces ID Card (UK)
- Fire Arms Licence (UK and Channel Islands)

Group 2b
Financial/Social History Documents

- Mortgage Statement (UK or EEA) (Non-EEA statements must not be accepted) **
- Bank/Building Society Statement (UK or EEA) (Non-EEA statements must not be accepted) *
- Bank/Building Society AOC (Account Opening Confirmation Letter) - (UK) *
- Credit Card Statement (UK or EEA) (Non-EEA statements must not be accepted)*
- Financial Statement - e.g. pension, endowment, ISA (UK) **
- P45/P60 Statement (UK & Channel Islands) **
- Council Tax Statement (UK & Channel Islands) **
- Work Permit/Visa (UK) (UK Residence Permit, valid up to expiry date)
- Utility Bill (UK) – Not Mobile Telephone *
- Benefit Statement - e.g. Child Allowance, Pension *
- A document from Central/ Local Government/ Government Agency/ Local Authority giving entitlement (UK & Channel Islands) *- e.g. DWP, the Employment Service , HMRC, Job Centre, Job Centre , Social Security
- EU National ID Card – must be valid
- Cards carrying the PASS accreditation logo (UK and Channel Islands) – must be valid
- Letter from Head Teacher or College Principal (16-19 year olds in full time education in the UK)
- Sponsorship letter from future employer (Non-UK, Non-EEA applicants only)

- Denoted with * - it should be less than 3 months old
- Denoted with ** - it should be less than 12 months old