

Umbrella Body for DBS



New ID from 21st April 2025 - Continuation Sheet – Documentary Evidence Please TICK ALL identification sighted below and return with the Disclosure Application form

Name of Applicant _____ **Form Reference** _____

Group 1: Primary identity documents	Notes		✓
Passport	Any current and valid passport. A UK passport can be expired up to a maximum of 6 months.		
Irish Passport	Passport issued in Ireland ONLY		
eVisa	Accessed via the 'View and Prove' service. The share code requested by the applicant should be a 'general' share code. If you do not have a UKVI account to access your eVisa you can create one online (Get access to your online immigration status (eVisa) - GOV.UK)		
Biometric residence permit (BRP)	UK. A BRP showing Indefinite Leave to Remain, Indefinite Leave to Enter or No Time Limit can be used up to 18 months past the expiry date of the BRP. BRP holders should be encouraged to create an account and access their eVisa		
Application Registration Card (ARC)	Issued by the Home Office. Must be checked against the Home Office Employer Checking Service.		
Current driving licence photocard - (full or provisional)	UK, Isle of Man and Channel Islands. From 8 June 2015, the paper counterpart to the photocard driving licence will not be valid and will no longer be issued by DVLA		
Birth certificate - issued within 12 months 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	Notes		
Current driving licence photocard - (full or provisional)	Current and valid. All countries outside the UK (excluding Isle of Man and Channel Islands)		
Current driving licence (full or provisional) - paper version (if issued before March 2000)	Current and valid. UK, Isle of Man, and Channel Islands. For a paper licence to be valid it must be issued before March 2000 and all information, including name and address, must be up to date		
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 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	Notes		
Mortgage statement	UK	Issued in last 12 months	
Bank or building society statement	UK and Channel Islands. A print off of a bank statement that is endorsed with a stamp and signed by the bank is acceptable if you cannot have hard copy bank statements posted to you	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. Cannot be online document	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	
Utility bill	UK - not mobile telephone bill. Cannot be printed from an online account	Issued in last 3 months	
Benefit statement, for example Child Benefit, Pension	UK	Issued in last 3 months	
HMRC self-assessment letters or tax demand letter	UK	Issued in last 12 months	
Irish Passport Card	Cannot be used with Irish passport	Must still be valid	

European Health Insurance Card (EHIC) or Global Health Insurance Card (GHIC)	UK	Must still be valid	
EEA National ID card		Must still be valid	
Cards carrying the PASS accreditation logo	UK, Isle of Man 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	
Central or local government, government agency, or local council document giving entitlement, for example from the Department for Work and Pensions, the Employment Service, Local Authority	UK and Channel Islands – a letter confirming entitlement to benefits. For example: Personal Independence Payment (PIP), free school meals, universal credit, asylum support etc	Issued in last 12 months	

Evidence Seen and checked by (PRINT NAME): _____

Evidence Seen and Checked by (Signature): _____ **Date:** _____

The 3 Route ID Checking Process You must use route 1 where possible. You can only move on to route 2 if the applicant is unable to present the documents in route 1

Satisfying Route One

The applicant must be able to show:

- 1 document from Group 1
- 2 further documents from either Group 1, or Group 2a or 2b

At least one of the documents must show the applicant's current address

Satisfying Route Two

Route 2 can only be used if it's impossible to process the application through Route 1

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

Once satisfied with these documents, you need to use an appropriate external ID validation service to check the application.

If you need to carry out Route 2 checking United Medicare are able to assist you with this, as United Medicare are working closely with an external ID checker. This will be at an additional cost to the DBS fee and including the cost of the external ID Check and United Medicare's admin fee it will be £9.60.

Satisfying Route Three

Route 3 can only be used if it's impossible to process the application through Routes 1 or 2.

- a birth certificate issued after the time of birth (UK Isle of Man and Channel Islands)
- one document from Group 2a
- 3 further documents from Group 2a or 2b

At least one of the documents must show the applicant's current address. If the applicant can't provide these documents they may need to be fingerprinted.

- **you must only accept valid, current and original documentation**
- **you must not accept photocopies, and it MUST NOT be printed from the internet**