

Have your 3 ID documents ready to show

When filling out your DBS application you will have been instructed to upload 3 images of your ID.

Please ensure that you have these 3 ID documents on hand and ready to show during your Information Session, as we cannot approve your DBS application without verifying your IDs!

Here is a reminder of the types of IDs that we can accept:

- 1) One ID must show your name (e.g passport)
- 2) One ID must show your date of birth (e.g driving licence)
- 3) One ID must show your current address (e.g bank statement or utility bill).

You can view the **full list of acceptable documents** [here](#). Below you can view some examples of the most common documents we see that you can or cannot use. If you have any questions about the documents you can use, please let us know.

Photo ID document (the below need to be in physical form)

Acceptable	Not acceptable
<ul style="list-style-type: none">• Any valid passport• UK birth certificate• Driving license – full or provisional, from any country• UK issued biometric residence permit (BRP)	<ul style="list-style-type: none">• Birth certificate from any other country• If you have 2 passports from 2 countries – you can only use one of them

Proof of address document (the below can be in paper or online format)

Acceptable	Not acceptable
<ul style="list-style-type: none">• Bank statement from the last 3 months (needs to have current address on)• Utility bill from the last three months (e.g. water, gas, electricity – needs to have current address on)• Council tax statement from the last 12 months• P45 or P60 from the last 12 months• Letter to say you have opened a bank account from the last 3 months• Credit card statement from the last 3 months	<ul style="list-style-type: none">• Tenancy agreement• NHS letter• National Insurance letter• University letter if you are over 19 years old• Phone bill

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| <ul style="list-style-type: none">• Letter from your college or University to confirm you're in full-time education (only acceptable if you are 19 or under) | |
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Please note that the address on at least one of your ID must match with the address you enter as your current address on your DBS application form, **if not your application will be rejected.**

If you are unsure about the ID documents you are using, or have any questions at all, please get in touch.

If you already have a valid DBS certificate that matches the guidance [here](#), please bring your certificate to the Information Session along with one form of photo ID.