

DBS Evidence of Identity Requirements

The new revised list of acceptable identity documents is based on the official DBS guidance on Gov.UK website:

(Part 1. 16 to 18 year old applicants)

All applicants must be able to show:

- one document from Group 1, plus
- a minimum of 2 further documents from any group.

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

- Current valid Passport – UK or EEA (passport is classed as a group 1 document)
- Birth Certificate (Full or short form acceptable) (** classed as group 1, if the document was issued within 12 months of actual birth date*); OR (*classed as a group 2 document, if issued more than 12 months after birth date*)
- National Insurance Number – (issued by letter from HM Revenue & Customs)
- Bank/Building Society Statement (UK)* (
- Benefit Statement* - e.g. Child Benefit or Tax Credits Award 2019-20 (whole document) – addressed to parent(s) but shows confirmation of claiming for named child at address declared on application.
- Current Photo Card Driving Licence (UK) (Full or provisional) (This is a group 1 document)

Name changes must be confirmed via appropriate evidence – e.g. Marriage Certificate, Adoption Certificate or Deed Poll Document.

All documents must be originals – photocopies cannot be accepted.

For any additional information or enquiries related to DBS applications/Disclosures, please contact Student Admissions at Sunderland College, Tel. 0191 5116260.

(Part 2. Adult F.E. and H.E. applicants)

All applicants must be able to show:

- one document from Group 1, plus
- a minimum of 2 further documents from any group.

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

The list of acceptable documents that can be used as proof of identity for adult applicants applying for DBS checks is more extensive:

Group 1: Primary identity documents

Document	Notes
Passport	Any current and valid passport
Biometric residence permit	UK
Current driving licence photocard - (full or provisional)	UK, Isle of Man, Channel Islands and EEA. 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

N.B. All driving licences and passports must be [valid](#) >> not expired; in the correct name details and licence show correct address.

Group 2a: Trusted government documents

Document	Notes
Current driving licence photocard - (full or provisional)	All countries outside the EEA (excluding Isle of Man and Channel Islands)
Current driving licence (full or provisional) - paper version (if issued before 1998)	UK, Isle of Man, Channel Islands and EEA
Birth certificate - issued after time of birth	UK, Isle of Man 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 and social history documents

Document	Notes	Issue date and validity
Mortgage statement	UK or 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 statement	Countries outside the EEA	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 or EEA	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	Issued in last 12 months
Council Tax statement	UK and Channel Islands	Issued in last 12 months
Utility bill	UK - not mobile telephone bill	Issued in last 3 months
Benefit statement, for example Child Benefit, Pension	UK	Issued in last 3 months
Central or local government, government agency, or Local council document giving entitlement, for example from the Department for Work and Pensions, the Employment Service, HMRC	UK and Channel Islands	Issued in last 3 months
EEA National ID card		Must still be valid
Irish Passport Card	Cannot be used with an Irish passport	Must still be valid

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- **ALL Higher Education students are required to pay for a DBS Check, which is £44.00**
- **Adult FE students who are eligible for fee remission, also get the DBS free**

Simple rule – if students paying for course, they also liable for cost of DBS check