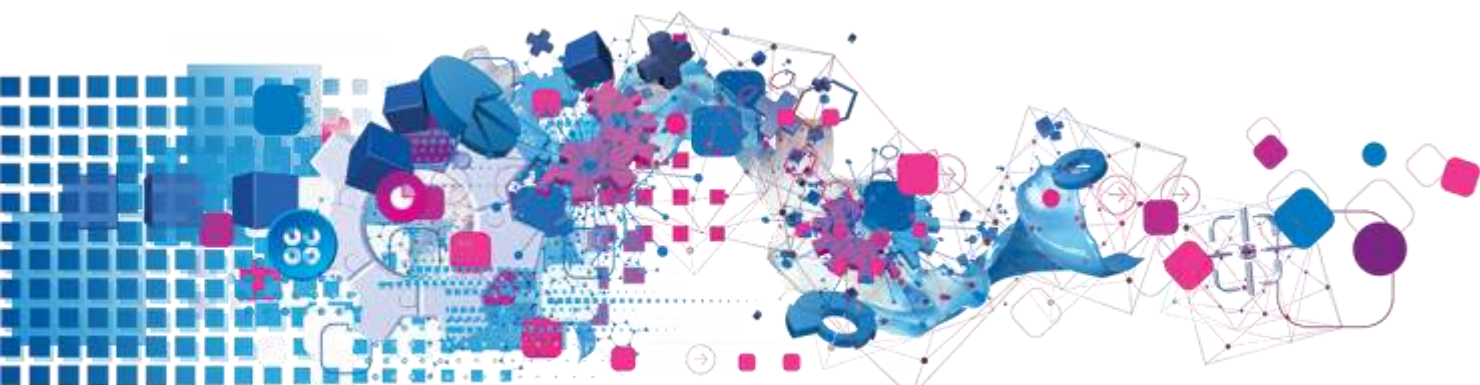




Background Checking Proof of ID and Residency



Contents

- 1. Proof of Identification 3
- 2. Basic Criminal Records Check - Disclosure Scotland and DBS – Proof of Residency 3
- 3. Standard Criminal Records Check - Disclosure Scotland and DBS – Proof of Identity 4
- 4. Standard Criminal Records Check - Disclosure Scotland and DBS – Proof of Residency 4
- 5. Standard Criminal Records Check - Disclosure Scotland and DBS – Additional Proof 4
- 6. Enhanced Criminal Records Check - Disclosure Scotland and DBS – Proof of Identity 5
- 7. Enhanced Criminal Records Check - Disclosure Scotland and DBS – Proof of Residency ... 5
- 8. Enhanced Criminal Records Check - Disclosure Scotland and DBS – Additional Proof 5

There are a variety of documents that you can present as proof of identification and of residency. You need to provide just one proof of ID and one proof of residency to set up your account.

For a list of acceptable documents, please see below:

1. Proof of Identification

- Passport
- Firearm certificate
- Seaman's discharge book
- Driving licence
- Birth certificate (accompanied with a National Insurance number)
- Adoption certificate (accompanied with National Insurance number) and State-issued photo identity (EU countries only, both sides must be present and also a national insurance number is required)
- A visa/residency permit (Including biometric visas, both sides are required)

2. Basic Criminal Records Check - Disclosure Scotland and DBS – Proof of Residency

- Bank or building society account opening confirmation letter- Issued in the last 3 months
- Bank or building society statement- Issued in the last 3 months
- Benefit statement- Issued in the last 3 months
- Card with PASS Logo
- Central or local government, government agency, or local council document giving entitlement- Issued in the last 3 months
- Council Tax statement- Issued in the Last 12 Months
- Credit card statement- Issued in the last 3 months
- Current driving Licence Photocard (UK, Isle of Man, Channel Islands and EEA)- If not used for Proof of ID
- EU National ID Card
- Financial statement- Issued in the Last 12 Months
- Letter from head teacher or college principal- For 16-19 year olds in full time education in the UK
- Letter of sponsorship from future employment provider - Non-UK or non-EEA only
- Mortgage statement- Issued in the Last 12 Months
- P45 or P60 statement- Issued in the Last 12 Months
- UK Driving Licence Old Style Paper Version- If not used as Proof of ID
- UK Marriage/civil partnership certificate
- Utility bill (Not including Mobile Phone Bill) - Issued in the last 3 months
- Work Permit/Visa

3. Standard Criminal Records Check - Disclosure Scotland and DBS – Proof of Identity

- Current Driving License Photocard (UK, Isle of Man, Channel Islands and EEA)
- Passport – Current and Valid
- Adoption Certificate
- Current Biometric Residence Permit
- UK Birth Certificate Issued within 12 months of Birth
- Work Permit/Visa/Immigration Document

4. Standard Criminal Records Check - Disclosure Scotland and DBS – Proof of Residency

- Bank A/C Opening Letter
- Bank/Building Society Statement
- Building Society A/C Opening Letter
- Council Tax Statement
- Credit Card Statement
- Financial Statement
- Government Entitlement Document
- Mortgage Statement
- P45/P60
- Photo Driving Licence (Non UK)
- UK Driving Licence (If not provided as Proof of ID)
- Utility Bill

5. Standard Criminal Records Check - Disclosure Scotland and DBS – Additional Proof

- Bank A/C Opening Letter
- Bank Statement
- Birth Certificate
- Building Society A/C Opening Letter
- Card with PASS Logo
- Council Tax Statement
- Credit Card Statement
- EU National ID Card
- Financial Statement
- Firearms Licence
- HM Forces ID Card
- Marriage/Civil Partnership Certificate
- Mortgage Statement
- Other - See FAQs
- P45/P60
- Photo Driving Licence (Non UK)
- UK Driving Licence Card

- Utility Bill
- Work Permit/Visa

6. Enhanced Criminal Records Check - Disclosure Scotland and DBS – Proof of Identity

- Current Driving License Photocard (UK, Isle of Man, Channel Islands and EEA)
- Passport – Current and Valid
- Adoption Certificate
- Current Biometric Residence Permit
- UK Birth Certificate Issued within 12 months of Birth
- Work Permit/Visa/Immigration Document

7. Enhanced Criminal Records Check - Disclosure Scotland and DBS – Proof of Residency

- Bank A/C Opening Letter
- Bank/Building Society Statement
- Building Society A/C Opening Letter
- Council Tax Statement
- Credit Card Statement
- Financial Statement
- Government Entitlement Document
- Mortgage Statement
- P45/P60
- Photo Driving Licence (Non UK)
- UK Driving Licence (If not provided as Proof of ID)
- Utility Bill

8. Enhanced Criminal Records Check - Disclosure Scotland and DBS – Additional Proof

- Bank A/C Opening Letter
- Bank Statement
- Birth Certificate
- Building Society A/C Opening Letter
- Card with PASS Logo
- Council Tax Statement
- Credit Card Statement
- EU National ID Card
- Financial Statement
- Firearms Licence
- HM Forces ID Card
- Marriage/Civil Partnership Certificate
- Mortgage Statement

- Other - See FAQs
- P45/P60
- Photo Driving Licence (Non UK)
- UK Driving Licence Card
- Utility Bill
- Work Permit/Visa