

ACCEPTABLE IDENTIFICATION for DBS

The Government require certified copies of **three pieces of ID**. In a nutshell:

The best 3 documents are Passport (current & valid), Photo Driving Licence (current & valid), then a document bearing their current address, as entered on the Checks Direct website. This can be a Bank, Building Society, Credit Card or Utility statement but NOT more than 3 months old.

With holders of non-UK passports, the government now also asks for Biometric Residency ID or Home Office document showing their right to live/work in the UK.

When 3 such documents have been identified and certified, an application will go through smoothly and relatively quickly.

If the documents do not match the applicant's input on their application, there will be delays so it's crucial to check that the certified ID documents are correct at the outset.

If, for any reason, one of the above documents can't be found, the more comprehensive list of accepted ID documents is listed below:

We suggest **passport (No.1)** and two more from the following (from No.2 onwards).

1. **Passport (any CURRENT and VALID passport)**
2. Photo Driving Licence (UK or EEA)
3. Mortgage statement **issued in the last 12 months** (UK or EEA)
4. Utility bill **issued within three months** of application (UK – not a mobile telephone bill)
5. Council tax statement **issued in the last 12 months** (UK and Channel Islands)
6. Bank or building society statement **issued within three months** of application (UK and Channel Islands or EEA)
7. Bank or building society statement **issued within three months** of application
8. Credit card statement **issued within three months** of application (UK or EEA)
9. Financial statement, for example pension or endowment, **issued in the last 12 months** (UK)
10. P45 or P60 **issued in the last 12 months** (UK and Channel Islands)
11. Birth or adoption certificate (UK, Isle of Man and Channel Islands) Marriage/civil partnership certificate (UK and Channel Islands)
12. HM Forces ID card

Please note that one of the documents must show your date of birth and one must show the current address, which you entered onto the DBS system, when beginning your application. Please ensure that each document is signed, certified and dated before being scanned and emailed to us.

CERTIFICATION

Documents can be certified by a **Chartered Accountant, Chartered Secretary or another qualified professional**, or by your Corporate umbrella body, if you are applying through a Corporate member.

Certified ID should be scanned and emailed to dbs@thetutorsassociation.org.uk.

Once received, we will complete the application. When the DBS notify us that your check has been completed, we will email your Certificate number, date of issue, and send you the link for the Update Service.