

Surf Life Saving Association of Wales – Appendix 25
DBS List of Acceptable Identification

**DBS LIST OF
ACCEPTABLE
IDENTIFICATION**

Please note on the DBS application form which route your members I.D. docs are from to ensure that the correct process has been followed for I.D. docs
No matter which level of DBS check a member is applying for, they need to have some documents that confirm their identity. The types of documents that you require are split between two sets, one of which has two different subsets. The types of DBS identity documents are split between the following groups:

ROUTE 1

The applicant must be able to show:

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

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

If the applicant isn't a national of the UK or the EEA and is applying for voluntary work they may need to be fingerprinted if they can't show these documents.

ROUTE 2

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

If the applicant isn't a national of the UK or the EEA and is applying for voluntary work they can't use Route 2. If the applicant doesn't have any of the documents in Group 1, then they must be able to show:

- **one document from Group 2a**
- **2 further documents from either Group 2a or 2b**

At least one of the documents must show the applicant's current address. The organisation conducting their ID check must then also use an appropriate external ID validation service to check the application.

EEA nationals who've been resident in the UK for 5 years or less may need to be fingerprinted if they can't show these documents.

ROUTE 3

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

EEA nationals who've been resident in the UK for 5 years or less can't use Route 3.

For Route 3, the applicant must be able to show:

- **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.

GROUP 1:

Primary identity documents

- **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

GROUP 2a:

Trusted government documents

- **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
- **Immigration document, visa or work permit**
Issued by a country outside the EEA. Valid only for roles whereby the applicant is living and working outside of the UK. Visa/permit must relate to the non EEA 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

- **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
- **Letter of sponsorship from future employment provider**
Non-UK or non-EEA 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. 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
- **Cards carrying the PASS accreditation logo**
UK 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

IMPORTANT NOTE FOR APPLICANTS: Photocopies and documentation printed from the internet are not acceptable eg. internet bank statements

Please also note the issue dates of the documentation being used