

DBS Identity checking

The Diocese now has an online application system available, which should be used as a preference, as it is simpler and quicker. For more information about this, please contact the DBS Administrator. The guide below refers to the older paper application system, which is still in use in some parishes.

If there are any questions, please feel free to contact Becci Richardson, DBS Administrator on becci.richardson@archbishopofyork.org or 01904 707021.

The applicant needs to provide three documents for their application, including at least one from Group 1. If they cannot, please contact the DBS Administrator for further guidance.

Group 1:

- **Current valid Passport** – Any country as long as it is current and valid.
- **Biometric Residence Permit (UK)**
- **Current Driving Licence with photocard (UK/Channel Islands/EU only)** – Full or provisional. Both paper and photocard sections needed.
- **Original Birth Certificate (UK/Channel Islands only)** – Must be issued within 12 months of birth; full or short form both acceptable. Those issued by UK authorities overseas (e.g. embassies, High Commissions and HM Forces are accepted.
- **Adoption Certificate (UK)**

Group 2:

- **Certified copy of Birth Certificate (UK/Channel Islands)** – Issued more than 12 months after birth
- **Marriage/Civil Partnership Certificate (UK)**
- **Current Driving Licence without photocard (UK/Channel Islands/EU only)** – Full or provisional.
- **Current Driving Licence with photo (Non-UK)** – Must be valid for up to 12 months from the date the applicant entered the UK.
- **HM Forces ID Card (UK)**
- **Fire Arms Licence (UK)**
- **Mortgage Statement (UK)****
- **Bank/Building Society Statement (UK)***
- **Bank/Building Society account opening confirmation letter (UK)***
- **Credit Card Statement (UK)***
- **Financial Statement (e.g. pension, endowment, ISA) (UK)****
- **P45/P60 Statement (UK/Channel Islands)****
- **Council Tax Statement (UK/Channel Islands)****
- **Work Permit/Visa (UK) (UK Residence Permit)****
- **Letter of sponsorship from future employment provider (Non-UK/non_EEA only)** – Valid only for applicants residing outside the UK at the time of application.
- **Utility bill (UK)*** - Not mobile phone bill
- **Benefit Statement (e.g. child benefit, pension) ***
- **A document from central/local government/government agency/local authority** giving entitlement (UK/Channel Islands) (e.g. from DWP, Employment Service, HMRC, Job Centre, Job Centre Plus Social Security)*
- **EU National ID Card**
- **Cards carrying the PASS accreditation logo (UK)**

- **Letter from head teacher or college principal (UK)** – For 16 to 19 year olds in full time education. Only to be used in exceptional circumstances if other documents cannot be provided.

* - Must be less than three months old

** - Must be less than twelve months old

Documents that are no longer accepted:

- NHS card
- National Insurance card
- Exam certificates
- TV licence
- Insurance certificate
- Disclosure Scotland certificate
- CRB certificate
- Vehicle Registration Document
- Addressed payslip
- General Medical Council (GMC) certificate
- Connexions card
- Mail order catalogue statement/card statement
- Store card statement
- Court Claim form
- Documentation issued by Court Services
- Mobile Phone bill
- Convention Travel Document (CTD) Blue
- Certificate of Travel (CID) Brown
- Stateless Person's Document (SPD) Red
- Application Registration Card (ARC)
- Certificate of British Nationality