

Please bring these original identity documents to the school office along with your signed Volunteer policy. This will enable us to start the DBS process for you and you will be sent an email to complete additional necessary information. Please note this is the longest part of the process so bringing your documents in asap is really important.

One document from group 1, plus two documents from either group 1, 2a or 2b

Please place a tick against all original documents brought in to the office to be checked.

Group 1 – Primary trusted identity credentials

- | | |
|-----------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Current valid passport | <input type="checkbox"/> Biometric residence permit (UK) |
| <input type="checkbox"/> Current photocard driving licence – (UK/Isle of Man/Channel Islands and EEA (full or provisional). | <input type="checkbox"/> Birth certificate (UK, Isle of Man and Channel Islands) – issued within 12 months of date of birth; including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces |
| <input type="checkbox"/> Adoption certificate (UK and Channel Islands) | |

Group 2a – Trusted government/state issued documents

- | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Birth certificate (UK, Isle of Man and Channel Islands) – issued after time of birth | <input type="checkbox"/> Current photocard driving licence (full or provisional) All countries outside of EEA (excluding Isle of Man and Channel Islands) |
| <input type="checkbox"/> Current paper driving licence (full or provisional) (If issued before 1998) – UK/Isle of Man/Channel Islands and EEA | <input type="checkbox"/> Marriage/Civil Partnership certificate (UK and Channel Islands) |
| <input type="checkbox"/> HM Forces ID card (UK) | <input type="checkbox"/> Firearms Licence (UK, Channel Islands & Isle of Man) |
| <input type="checkbox"/> Immigration document/work permit/visa issued by a country outside the EEA. Valid only for roles where applicant is living & working outside of the UK. Visa/permit must relate to the non EEA country in which the role is based. | |

All driving licences must be valid

Group 2b – Financial/social history documents

- | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Bank/building society statement (UK, Channel Islands or EEA) If outside EEA, branch must be in the country where the applicant lives & works* | <input type="checkbox"/> Financial statement **-e.g. pension, endowment (UK) |
| <input type="checkbox"/> Credit card statement (UK or EEA) * | <input type="checkbox"/> Council tax statement ** (UK and Channel Islands) |
| <input type="checkbox"/> P45/P60 statement ** (UK and Channel Islands) | <input type="checkbox"/> Utility bill (UK) * - not mobile telephone |
| <input type="checkbox"/> Mortgage statement (UK or EEA) ** | <input type="checkbox"/> EEA national ID card – Must still be valid |
| <input type="checkbox"/> Benefit statement * (UK) e.g. child benefit, pension | <input type="checkbox"/> Cards carrying the PASS accreditation logo (UK, Isle of Man and Channel Islands) Must still be valid. |
| <input type="checkbox"/> Bank/building society account opening confirmation letter (UK) Issued in the last 3 months | <input type="checkbox"/> Letter of sponsorship from future employment provider. Non UK, non EEA only – if residing outside of the UK at time of application. Must still be valid. |
| <input type="checkbox"/> Letter from headteacher or college principal (UK 16 to 19 year olds in full time education) (only in exceptional circumstances when no other documents can be used) Must still be valid. | |
| <input type="checkbox"/> A document from central/local government/government agency/local authority giving entitlement (UK and Channel Islands)*- e.g. from the Department for Work and Pensions, the Employment Service, HMRC. | |

Please note - If a document in the list of valid identity documents is denoted with;

* - it should be less than three months old ** - it should be issued within the past 12 months