



Disclosure &
Barring Service

DBS - Confirming your Identity

Borough Council of
King's Lynn &
West Norfolk

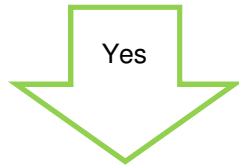


You need to provide original documentation (no photocopies) to the Borough Council of King's Lynn & West Norfolk when making an application for a Disclosure and Barring Service check, to confirm your identity.

- All documents must be in your current name
- At least one document must show your current address and at least one document must show your date of birth.

Can you produce any documents from Group 1?

Yes

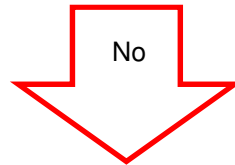


Route 1

3 documents must be seen. 1 document from Group 1 and 2 further documents from Group 1 or Group 2.

All Non-EEA Nationals should be validated via Group 1.

No



Route 2

Unfortunately the BCKLWN are unable to arrange a DBS via Route 2. Visit www.gov.uk/dbs for further information.

Group 1

- Current valid Passport
- Biometric Residence Permit (UK)
- Current Photo card Driving Licence (UK) (Full or Provisional). **A photo card is only valid when presented with the associated counterpart**
- Birth Certificate (UK & Channel Islands) – **issued at time of birth**

Group 2a

- Current UK Driving Licence (Old style paper version)
- Current Non-UK Photo Driving Licence. (valid for up to 12 months from the date the applicant entered the UK)
- Birth Certificate (UK & Channel Islands) – issued after the time of birth by the General Register Office/relevant authority i.e. Registrars.
- Marriage/Civil Partnership Certificate (UK & Channel Islands)
- Adoption Certificate (UK & Channel Islands)
- HM Forces ID Card (UK)
- Fire Arms Licence (UK, Channel Islands & Isle of Man)

Group 2b

- Mortgage Statement (UK or EEA)** (Non-EEA statements cannot be accepted)
- Bank/Building Society Statement (UK or EEA)* (Non-EEA statements cannot be accepted)
- Bank/Building Society Account Opening Confirmation Letter (UK)
- Credit Card Statement (UK or EEA)* (Non-EEA statements cannot be accepted)
- Financial Statement** - e.g. pension, ISA, endowment (UK)
- P45/P60 Statement** (UK & Channel Islands)
- Council Tax Statement** (UK & Channel Islands)
- Work Permit/Visa** (UK) (UK Residence Permit) – (valid up to expiry)
- Letter of Sponsorship from future employment provider (Non UK/Non EEA only) (Only valid for applicants residing outside the UK at time of application)
- Utility Bill (UK)* - Not Mobile Telephone
- Benefit Statement*-e.g. Child Allowance, pension
- Document from Central/Local Government/Government Agency/Local Authority giving entitlement (UK & Channel Islands)*-e.g. DWP, Employment Services, HMRC, Job Centre, Social Security.
- EU National ID Card
- Cards carrying the PASS accreditation logo (UK & Channel Islands)
- Letter from Head Teacher or College Principle (16-19 year olds in full time education) (only used in exceptional circumstances when all other documents have been exhausted)

Key: * Should be less than 3m old ** Should be issued in past 12m