

ID documentation required for DBS checks (England & Wales) & PVG checks (Scotland)

Original documents must be produced for the identity check. At least one document must verify the applicant's current address (documents marked with ✓ contains addresses) and one document should display the applicant's date of birth.

The number of documents required will depend on which 'route' is being followed. Applicants require one document from Document Category 1 and two documents from Document Category 2. If the required number of documents cannot be met, applicants will be required to produce five documents from Category 2 which will be externally verified using the recruitment site.

Document Category 1 - Primary trusted identity credentials
<ul style="list-style-type: none"> • A current valid passport (any nationality)
<ul style="list-style-type: none"> • A current photocard driving licence (full or provisional) ✓ UK/Isle of Man/Channel Islands/Other EU Country
<ul style="list-style-type: none"> • Original (UK, Channel Islands and UK authorities overseas ie embassy or HM Forces) birth certificate (issued within 12 months of the date of birth)
<ul style="list-style-type: none"> • Biometric residence permit (UK)
<ul style="list-style-type: none"> • Adoption certificate (UK and Channel Islands)
Document Category 2a - Trusted government- or state-issued documents
<ul style="list-style-type: none"> • Reissued (UK and Channel Islands) birth certificate (issued after 12 months of the date of birth)
<ul style="list-style-type: none"> • A current photocard driving licence ✓ (issued with a counterpart paper licence but it has not been presented)
<ul style="list-style-type: none"> • Marriage/civil partnership certificate (UK and Channel Islands)
<ul style="list-style-type: none"> • A current driving licence (old-style paper version) ✓ (accepted for DBS checks only)
<ul style="list-style-type: none"> • Firearms licence (UK and Channel Islands) ✓
<ul style="list-style-type: none"> • HM Forces ID card (UK)
Document Category 2b - Financial/social history documents
<ul style="list-style-type: none"> • British work permit/visa (UK) (UK residence permit)
<ul style="list-style-type: none"> • Cards carrying the PASS accreditation logo (UK and Channel Islands)
<ul style="list-style-type: none"> • Letter of sponsorship from future employment provider (Non-UK/Non-EEA only - valid only for applicants residing outside of the UK at time of application) ✓
<ul style="list-style-type: none"> • Letter from Head Teacher or College Principal - (16- or 17-year-olds in full-time education) ✓
<ul style="list-style-type: none"> • EU national identity card
<i>The following documents, which must have been issued within the past 12 months</i>
<ul style="list-style-type: none"> • P45 certificate statement (UK and Channel Islands) ✓
<ul style="list-style-type: none"> • Council tax statement (UK and Channel Islands) ✓
<ul style="list-style-type: none"> • P60 certificate statement (UK and Channel Islands) ✓
<ul style="list-style-type: none"> • Mortgage statement (UK or EEA) - (Non-EEA statements will not be accepted) ✓
<ul style="list-style-type: none"> • Financial statement - eg pension, endowment, ISA (UK)
<i>The following documents, which must be less than three months old</i>
<ul style="list-style-type: none"> • Bank/building society statement (UK and Channel Islands or EEA) (Non-EEA statements will not be accepted) ✓
<ul style="list-style-type: none"> • Bank/building society account opening confirmation letter (UK) ✓
<ul style="list-style-type: none"> • Credit card statement (UK or EEA) (Non-EEA statements will not be accepted) ✓
<ul style="list-style-type: none"> • Benefit statement - eg child allowance, pension ✓
<ul style="list-style-type: none"> • One or two documents from central/local government/ government agency/local authority giving entitlement (UK and Channel Islands) - eg from the Department for Work and Pensions, the Employment Service, Customs and Revenue, Job Centre, Job Centre Plus, Social Security ✓
<i>Utility bills such as</i>
<ul style="list-style-type: none"> • Electricity bill/statement ✓
<ul style="list-style-type: none"> • Water bill/statement ✓
<ul style="list-style-type: none"> • Gas bill/statement ✓
<ul style="list-style-type: none"> • Telephone bill/statement (not mobile telephone) ✓

Note: This list is correct as of the date printed, but please be aware that the government may change ID requirements at any time. The ID documentation listed on the Disclosure system will always be the most up to date for DBS checks. Please email disclosures@girlguiding.org.uk to check if there are any updates to this ID documentation list for PVG checks.

ID documentation required for Access NI checks (Ulster)

Original documents must be produced for the identity check. At least one document must verify the applicant's current address (documents marked with ✓ contains addresses) and one document should display the applicant's date of birth.

The number of documents required will depend on which 'route' is being followed. Applicants require one document from Document Group 1 and two documents from Document Group 2. If the required number of documents cannot be met, applicants will be required to produce five documents from Group 2 which will be externally verified using the recruitment site.

Document Group 1 - Primary Identity documents
<ul style="list-style-type: none"> Any current valid passport
<ul style="list-style-type: none"> Biometric Residence Permit (UK)
<ul style="list-style-type: none"> A current photocard driving licence (full or provisional) UK/Isle of Man/Republic of Ireland/Channel Islands/Any EEA Country ✓
<ul style="list-style-type: none"> Original birth certificate (issued within 12 months of the date of birth) (UK/Isle of Man and Channel Islands including Issued by UK authorities overseas)
<ul style="list-style-type: none"> Original long form Irish birth certificate (issued within 12 months of the date of birth) (Republic of Ireland)
<ul style="list-style-type: none"> Adoption certificate (UK/Isle of Man or Channel Islands)
Document Category 2a - Trusted government- or state-issued documents
<ul style="list-style-type: none"> Reissued birth certificate (issued after 12 months of the date of birth) (UK/Isle of Man and Channel Islands or Ireland)
<ul style="list-style-type: none"> Marriage/Civil Partnership certificate (UK/Isle of Man and Channel Islands or Ireland)
<ul style="list-style-type: none"> HM Forces ID card (UK)
<ul style="list-style-type: none"> Firearms licence (UK/Isle of Man and Channel Islands)
<ul style="list-style-type: none"> Electoral ID card (Northern Ireland only)
<ul style="list-style-type: none"> A current photocard driving licence (full or provisional) (All countries outside the EEA) ✓
<ul style="list-style-type: none"> A current driving licence (full or provisional) (paper if issued before 1998) UK/Isle of Man/Republic of Ireland/Channel Islands/Any EEA Country ✓
<ul style="list-style-type: none"> Immigration document, visa or work permit (Issued by a country outside the EEA - valid only if the applicant is working in the country that issued the document)
Document 2b: - Living and Social history documents (issued within the last 3 or 12 months as indicated below)
<ul style="list-style-type: none"> Mortgage statement ✓ (UK or EEA) (Within last 12 months) ✓
<ul style="list-style-type: none"> Financial statement eg ISA, pension or endowment (UK) (Within last 12 months) ✓
<ul style="list-style-type: none"> P45 or P60 statement (UK or Channel Islands) (Within last 12 months)
<ul style="list-style-type: none"> Land and Property Services rates demand (Northern Ireland only) (Within 12 months) ✓
<ul style="list-style-type: none"> Council tax statement (Great Britain and Channel Islands) (Within last 12 months) ✓
<i>The following documents, which must be less than three months old</i>
<ul style="list-style-type: none"> Credit card statement (UK or EEA) (Within last 3 months) ✓
<ul style="list-style-type: none"> Bank/building society statement (UK or EEA) (Within last 3 months) ✓
<ul style="list-style-type: none"> Bank/building society statement (Countries outside the EEA) (Within last 3 months - branch must be in the country where the applicant lives and works) ✓
<ul style="list-style-type: none"> Bank/building society account opening confirmation letter (UK or EEA) (Within last 3 months) ✓
<ul style="list-style-type: none"> Utility bill (not mobile phone) (UK or EEA) (Within last 3 months) ✓
<ul style="list-style-type: none"> Benefit statement eg Child Benefit, Pension etc (UK and Channel Islands) (Within last 3 months) ✓
<ul style="list-style-type: none"> Central or local government/ government agency/local authority giving entitlement eg from the Department for Work and Pensions, the Employment Service, HMRC (UK and Channel Islands) ✓
<i>Must be valid</i>
<ul style="list-style-type: none"> EU National ID card
<ul style="list-style-type: none"> 60+ or Senior (65+) SmartPass issued by Translink (Northern Ireland)
<ul style="list-style-type: none"> yLink card issued by Translink (Northern Ireland)
<ul style="list-style-type: none"> Cards carrying the PASS accreditation logo (UK, Isle of Man and Channel Islands)
<ul style="list-style-type: none"> Letter from head teacher or further education college principal - for 16 to 19 in full time education - Only used in exceptional circumstances if no other documents can be provided (UK)
<ul style="list-style-type: none"> Letter of sponsorship from future employment provider or voluntary organisation - for applicants residing outside UK at time of application (Non UK or non-EEA)

Note: This list is correct as of the date printed, but please be aware that the government may change ID requirements at any time. Please email disclosures@girlguiding.org.uk to check if there are any updates to this ID documentation list for Access NI checks.