



# CRB Identity documents

- You must provide original documentation only; photocopies will not be accepted.
- At least one document must confirm your current name.
- At least one document must confirm your date of birth.
- At least one document must confirm your current address and must be dated no older than 3 months.
- **Failure to produce the correct documentation for you CRB check will mean we are unable to process your application form.**

## Documents you **MUST** provide.

IF YOU POSSES THE FOLLOWING DOCUMENTATION YOU MUST SUPPLY IT

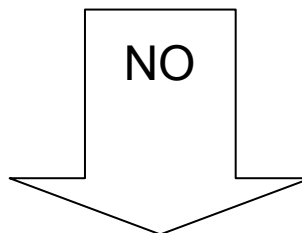
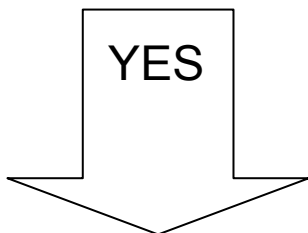
- **Your national insurance card or proof of your national insurance number.**  
(Please provide one of the items listed below.)

<input type="radio"/> National Insurance Card	<input type="radio"/> Addressed Payslip
<input type="radio"/> P45 or P60	<input type="radio"/> Pension Information
<input type="radio"/> Benefit Statement	

- **Your valid UK driving licence**
  - Still valid at the current time
- **Your valid passport**
  - Still valid at the current time

**If you do not hold a valid driving licence or valid passport you will need to produce further documentation please see the table on page 2.**

Can you produce any documents from group 1?



<b>3 documents must be seen</b> One document from Group 1 plus any two from Groups 1 or 2	<b>5 documents must be seen</b> Five documents from Group 2
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Denoted with \* - it should be less than three months old

Denoted with \*\* - it should be issued within the past 12 months

Not denoted – it can be more than 12 months old.

Group 1	Group 2
<ul style="list-style-type: none"> <li>• Passport</li> <li>• UK or EU National Identity Card</li> <li>• Identity Card for Foreign Nationals (ICFN)</li> <li>• Driving Licence (UK) (Full or provisional) Isle of Man /Channel Islands; either photocard or paper (a photo card is only valid if the individual presents it with the counterpart licence; except Jersey)</li> <li>• Birth Certificate (UK &amp; Channel Islands) - issued within 12 months of date of birth – full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces</li> <li>• HM Forces ID Card (UK)</li> <li>• Firearms Licence (UK)</li> <li>• Adoption Certificate (UK and Channel Islands)</li> </ul>	<ul style="list-style-type: none"> <li>• Marriage/Civil Partnership Certificate</li> <li>• Financial Statement ** - e.g. pension, endowment, ISA</li> <li>• Birth Certificate</li> <li>• Vehicle Registration Document (Document V5 old style and V5C new style only)</li> <li>• P45/P60 Statement **(UK &amp; Channel Islands)</li> <li>• Mail Order Catalogue Statement*</li> <li>• Bank/Building Society Statement*</li> <li>• Court Claim Form** (UK)</li> <li>• Documentation issued by Court Services*</li> <li>• Utility Bill* - electricity, gas, water, telephone – including mobile phone contract/bill Exam Certificate e.g. GCSE, NVQ, O Levels, Degree</li> <li>• TV Licence**</li> <li>• Addressed Payslip *</li> <li>• Credit Card Statement *</li> <li>• National Insurance Card (UK &amp; Channel Islands)</li> <li>• Store Card Statement *</li> <li>• NHS Card (UK &amp; Channel Islands)</li> <li>• Mortgage Statement **</li> <li>• Benefit Statement* - e.g. Child Allowance, Pension</li> <li>• Insurance Certificate **</li> <li>• Council Tax Statement (UK &amp; Channel Islands) **</li> <li>• Work Permit/Visa (UK) **</li> <li>• A document from Central/ Local Government/ Government Agency/ Local Authority giving entitlement (UK &amp; Channel Islands)*:e.g. from the Department for Work and Pensions, the Employment Service , Customs &amp; Revenue, Job Centre, Job Centre Plus, Social Security</li> <li>• CRB, Disclosure Scotland and ISA Certificate (UK)**</li> <li>• Letter from a Head Teacher*</li> <li>• Connexions Card; including those cards carrying the PASS accreditation logo (UK &amp; Channel Islands)</li> <li>• General Medical Council (GMC) Certificate</li> </ul>