



Disclosure & Barring Service Enhanced applications

We will no longer send out Disclosure & Barring application forms on application or with reminders; instead we will guide you through the form during your appointment with us.

When you attend the Licensing office:

- You **MUST** bring your DVLA driving licence (pink card only);
- You **MUST** bring 2 further documents – see overleaf.

In addition to this:

- If you have a valid passport, you **MUST** bring the passport with you for us to see.
- If you have changed your name since birth, you **MUST** bring evidence of this name change – this could mean your marriage certificate or official documents recording a name change by deed poll.
- You must provide your National Insurance Number.

DISCLOSURE & BARRING SERVICE – Enhanced checks.

Notes for applicants:

You **MUST** provide a minimum of **THREE** documents:

- 1 document from **Group 1** (DVLA drivers licence) and
- 2 further documents from **Group 1 or 2**; one of which must verify their current address.

Non-UK/Non-EEA Nationals:

All Non-UK/Non-EEA Nationals should be validated via Route One by supplying the following combination of documents:

- Current Passport; and
- Biometric Residence Permit *OR* Work Permit/Visa (UK); and
- 1 further document from Group 2a or 2b (refer to list of Valid Identity Documents), which verifies their current address.

Group 1 – Primary Trusted Identity Credentials

- Current valid Passport – UK or EEA (or Non-EEA in combination with a Biometric Residence Permit or current Work Permit/Visa)
- Biometric Residence Permit (UK)
- Current Driving Licence (UK) (Full or provisional) Isle of Man /Channel Islands;
 - **Photo card** only (a photo card is only valid if the individual presents it with the associated counterpart licence; except Jersey)
- Birth Certificate (UK & 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**

Group 2a – Trusted Government/State Issued Documents

- Current valid Passport (UK, EEA or Non-EEA)
- Current UK Driving licence (Photo card or old style paper version)
- Biometric Residence Permit (UK)
- Birth Certificate (UK & Channel Islands) - issued within 12 months of date of birth
- Certified copy of Birth Certificate (UK and Channel Islands) – issued after 12 months of date of birth
- Marriage/Civil Partnership Certificate (UK)
- Adoption Certificate (UK)
- HM Forces ID Card (UK)
- Fire Arms Licence (UK)

Group 2b – Financial/Social History Documents

- Mortgage Statement (UK) - (issued within past 12 months)
- Bank/Building Society Statement (UK) - (less than 3 months old)
- Credit Card Statement (UK) - (less than 3 months old)
- Financial Statement - e.g. pension, endowment, ISA (UK) - (issued within past 12 months)
- P45/P60 Statement (UK & Channel Islands) - (issued within past 12 months)
- Council Tax Statement (UK & Channel Islands) - (issued within past 12 months)
- Work Permit/Visa (UK) (UK Residence Permit) (issued within past 12 months)
- Utility Bill (UK) – Not Mobile Telephone (less than 3 months old)
- Benefit Statement - e.g. Child Allowance, Pension - (less than 3 months old)
- A document from Central/ Local Government/ Government Agency/ Local Authority giving entitlement (UK & Channel Islands) - e.g. from the Department for Work and Pensions, the Employment Service, Customs & Revenue, Job Centre, Job Centre Plus, Social Security
- EU National ID Card
- Cards carrying the PASS accreditation logo (UK)

NOTE.

If we cannot establish an applicant's identity in accordance with D&B ID guidelines the applicant will be asked to give their consent to have their fingerprints taken in line with the current procedure.

You should be aware that this will require attendance at a Police Station at an appointed time, and may add delay into the overall application process.