

Birmingham City Council

Disclosure & Barring Service (DBS) List of Accepted Identification

Below is a list of acceptable Identification that must be provided by the employee.

Original documentation must be presented to the school – no photocopy or scanned copies are allowed. The ID should then be checked, copied in full colour, front and back and verified by a signature and the date stating “Checked, Copied & Verified”. The verification is to confirm that the person on the identification, is the person presenting the ID.

The below information is taken from the Birmingham City Council’s DBS (e-bulk) Online Application Guidance Notes.

To pass the DBS ID Check, three documents in total must be seen; one document must come from Group 1 and a further two documents from Group 1, 2a or 2b. At least one document must verify the applicant’s current address. Ideally, all ID should have matching addresses.

Group 1 – Primary Trusted Identity Credentials

- Current and valid Passport
- Biometric Residence Permit (UK)
- Current Photo Card Driving Licence with Counterpart (UK, Isle of Man or Channel Isles) (Full or Provisional acceptable)
- Birth Certificate (UK and Channel Isles only) and Issued at the time of Birth only – reissues not acceptable

Group 2a – Trusted Government/State Issued Documents

- Current Driving Licence – old-style paper version
- Current Non-UK Photo Card Driving Licence (valid only for applicants residing outside of the UK at the time of application)
- Birth Certificate (UK and Channel Isles only) and Issued at the time of birth only – reissues are not acceptable
- Marriage/Civil Partnership Certificate (UK and Channel Isles only)
- Adoption Certificate (UK and Channel Isles only)
- HM Forces ID Card (UK only)
- Fire Arms Licence (UK and Channel Isles only)

Group 2b – Financial/Social History Documents

- Mortgage Statement (UK or EEA only) issued in the last 12 months
- Bank or Building Society Statement (UK or EEA only) less than 3 months old
- Bank or Building Society Account Opening Confirmation Letter (UK only) can be over 12 months old
- Credit Card Statement (UK or EEA only) less than 3 months old
- Financial Statement (e.g. Pension, Endowment, ISA) (UK Only) issued in the last 12 months
- P45/P60 Statement (UK and Channel Isles only) issued in the last 12 months
- Council Tax Statement (UK and Channel Isles only) issued in the last 12 months
- Work Permit/VISA (UK Residence Permit) issued in the last 12 months

- Utility Bill (UK only) (Gas, Electricity and Water only) 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 and Channel Isles only) (e.g. Department for Work & Pensions, Employment Service, HMRC, Job Centre, Job Centre Plus, Social Security) less than 3 months old
- EU National Identity Card
- Cards carrying the PASS accreditation logo (UK and Channel Isles only)
- Letter from Headteacher or College Principal for 16-17 year olds in full-time education only and only to be used in exceptional circumstances when all other options are exhausted.

Perry Beeches Requirements

As a rule, Perry Beeches The Academy Trust will be asking for the following documents –

- Current and Valid Passport
- Photo Card Driving Licence with Counterpart
- Bank or Building Society Statement less than 3 months old
- Council Tax or Utility Bill less than 3 months old

If there are employees from overseas, they will be asked to provide, in addition to the above, their Biometric Residence Permit and a Certificate of Good Conduct.

Please advise Human Resources immediately if the employee cannot provide the required documents so we can contact the DBS Service for further advice.