

January 2013

**DISCLOSURE & BARRING SERVICE  
(FORMERLY CRIMINAL RECORDS BUREAU)  
GUIDANCE NOTES FOR COMPLETING DBS FORM**

PLEASE NOTE THE DBS HAVE REVISED THE LIST OF ACCEPTABLE IDENTITY DOCUMENTS. 21 documents have been removed from the list. An old style Driving Licence is no longer classed as a Group 1 document so you **MUST** provide another document from the Group 1 list, otherwise we recommend that you request a new-style Photocard Licence from the DVLA. Failure to provide a Group 1 document will result in an additional ID VERIFICATION CHECK (required by the DBS) for which there will be an additional charge.

FOR LICENSING PURPOSES YOU MUST PROVIDE YOUR UK DRIVING LICENCE SHOWING YOUR CURRENT ADDRESS (both parts if you have one with a photo ID card). (New applicants must also provide either a current passport or original birth certificate and a further document from the lists below).

ALL APPLICANTS MUST PROVIDE A MINIMUM OF 3 IDENTIFICATION DOCUMENTS WITH AT LEAST ONE DOCUMENT FROM GROUP 1. Please contact the Licensing Office without delay for further guidance if you are unable to provide a Group 1 document, and two further documents from the list below.

**LIST OF VALID IDENTITY DOCUMENTS** (ORIGINAL documents, not photocopies)

**Group 1 – Primary Trusted Identity Credentials**

Current DVLA Photocard Driving Licence with Counterpart  
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).  
Birth Certificate (UK and Channel Islands) - issued at the time 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 UK Driving licence (old style paper version).  
Birth Certificate (UK and Channel Islands) - (issued after the time of birth by the General Register Office/relevant authority i.e. Registrars – Photocopies are not acceptable).  
Marriage/Civil Partnership Certificate (UK and Channel Islands).  
Adoption Certificate (UK and Channel Islands).  
HM Forces ID Card (UK).  
Fire Arms Licence (UK and Channel Islands).

Continued overleaf...

**Brentwood Borough Council**, Town Hall, Ingrave Road, Brentwood, Essex CM15 8AY

tel 01277 312 500 fax 01277 312 743 minicom 01277 312 809  
[www.brentwood.gov.uk](http://www.brentwood.gov.uk)

## **Group 2b – Financial/Social History Documents**

Mortgage Statement (UK or EEA)\*\* (Non-EEA statements must not be accepted).  
Bank/Building Society Statement (UK or EEA)\* (Non-EEA statements must not be accepted).

Bank/Building Society Account Opening Confirmation Letter (UK).

Credit Card Statement (UK or EEA)\* (Non-EEA statements must not be accepted).

Financial Statement \*\* - e.g. pension, endowment, ISA (UK).

P45/P60 Statement \*\*(UK & Channel Islands).

Council Tax Statement (UK & Channel Islands). \*\*

Work Permit/Visa (UK) (UK Residence Permit). \*\*

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).

Utility Bill (UK)\* – Not Mobile Telephone.

Benefit Statement\* - e.g. Child Allowance, Pension.

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 and Channel Islands).

**\*documentation should be less than three months old**

**\*\*issued within past 12 months**

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

**Documents printed from the internet eg internet bank statements are not acceptable.**

## **NOTES FOR COMPLETING THE DBS FORM:**

You must write in CAPITAL letters in BLACK ink. Complete sections a to e only. Do not write over the sides of the boxes or use correction fluid. Put one line through any mistakes. If you put a cross in a box incorrectly, put a cross in the correct box and circle the correct response. If part of the form is not applicable to you, do **not** write N/A or put a line through it, but leave it blank. Do not fill in any part of sections w-z.

DBS guidance for applicants is at

<http://www.homeoffice.gov.uk/agencies-public-bodies/dbs>

If you require any continuation sheets these can be downloaded from the DBS website or collected from the licensing office. If your address history includes any overseas addresses, please use the DBS website 'Form Completion Top Tips' for guidance on how to fill in the form correctly, or contact this office.

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