

**BASIC DISCLOSURE CHECKS (Individual applications)**

**List of Acceptable Identity Documents**

**A total of 3 COPIES of Identity documents are required.**

**DO NOT send us original ID documents.**

One document **MUST** be from Group 1 and two documents can be from either Group 1 or Group 2.

**ID documents you provide must be in line with this Acceptable ID list and within the validity dates quoted. One item must confirm your current home address in your country of residence and one document must confirm your date of birth.**

Incorrect ID will cause delays and may result in the rejection of your application. In such cases of rejection, or late cancellation, administration charges may be applicable.

**Scan or photo-copy at least 3 x ID documents (as detailed above) and send them to us by:**

1. Email - scan and email your ID documents to: info@basicpolicecheck.co.uk or...
2. Post - post (recorded delivery recommended) photo copies of your ID documents to:  
Mayflower Disclosure Services Ltd, 76 Rollesbrook Gardens, Southampton, SO15 5WB, UK

**Table of acceptable Group 1 and Group 2 documents**

**Group 1 - you MUST be able to provide at least one Group 1 ID document.**

- Adoption Certificate (UK)
- HM Forces ID Card (UK)
- Passport; Current and Valid (any nationality); note: expired passports will not be accepted
- Photo Identity Card; Current and Valid (EU countries only); note expired ID cards will not be accepted
- UK Birth Certificate issued within 12 months of date of birth
- UK Driving Licence; Full or Provisional – England/Wales/Scotland/Northern Ireland/Isle of Man; either photocard or old-style (pre-1998) paper driving licence
- UK Firearms Licence

**Group 2**

**Issued within last 12 months**

- Bank or Building Society Document
- British work permit/visa
- Financial statement e.g. pension, endowment, ISA

**Issued within last 3 months**

- Addressed payslip
- Letter from a Head Teacher
- Mail order catalogue statement
- Personal correspondence or a document from a Government Department
- Utility bill – electricity
- Utility bill – gas
- Utility bill - telephone
- Utility bill – water

**Issued whenever**

- Asylum Registration Card
- Certificate of British nationality
- Child benefit book
- Court Claim Form
- Court summons
- Credit card statement
- Disclosure Scotland certificate
- Examination certificate (e.g. GCSE, NVQ)
- Marriage certificate/Civil Partnership Certificate
- Mortgage statement
- National insurance number card
- P45/P60 statement
- Store card statement
- UK birth certificate (issued after 12 months of date of birth)
- Valid insurance certificate
- Valid NHS card
- Valid TV licence
- Valid vehicle registration document