

## **BASIC DBS & BASIC SCOTLAND CHECKS (Individuals)**

### **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 **plus** two further documents 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](mailto: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.**

- Passport; Current and Valid (any nationality); note: expired passports will not be accepted
- UK Photo Card Driving Licence; Full or Provisional – England/Wales/Scotland/Northern Ireland/Isle of Man
- UK Birth Certificate issued within 12 months of date of birth
- Adoption Certificate (UK)

#### **Group 2**

##### **Issued whenever**

- EEA/EU National ID Card; Current and Valid
- Marriage certificate/Civil Partnership Certificate (UK/Channel Islands)
- UK Birth Certificate (issued after 12 months of date of birth)
- HM Forces ID Card (UK)
- Fire Arms Licence (UK / Isle of Mann / Channel Islands)
- Benefit Statement (UK) e.g.: Child benefit
- UK Driving Licence (old style paper driving licence i.e.: pre-1998)

##### **Issued within last 3 months**

- Utility Bill – electricity (UK)
- Utility bill – gas (UK)
- Utility bill - telephone (not mobile phone) (UK)
- Utility bill – water (UK)
- Bank/Building Society Statement
- Credit Card Statement (UK/EEA) (Non-EEA credit card statements NOT accepted)
- Document from a Government Department (UK/Channel Islands)
- Letter from a Head Teacher or College Principal (16-19 year olds in full-time education in the UK)

##### **Issued within last 12 months**

- British work permit/visa
- Financial statement (UK) e.g. pension, endowment, ISA
- Mortgage Statement (UK/EEA)
- P45/P60 Statement (UK/Channel Islands)