**GAELIC GAMES COUNCIL OF BRITAIN**

**DBS Identification documents required to verify DBS applications**

**for Non-EEA members in PAID or STUDY positions**

Details of the DBS Privacy Notice can be found at:

<https://www.gov.uk/government/publications/dbs-privacy-policies>

Details of how to complete the DBS application can be found at:

<https://www.gov.uk/government/publications/dbs-application-forms-guide-for-applicants/dbs-application-form-guide-for-applicants>

**A comprehensive list of identification documents can be seen below.**

**Only original documents must be produced – photocopies are not allowed.**

* **Five continuous years of home addresses must be provided**
* **Evidence of any change of name to be supplied also (eg marriage certificate, adoption certificate)**

An applicant who is undertaking paid work/study who is not a national of the UK or European Economic Area (EEA) must be able to show:

• one primary document; and

• two further supporting documents from Group 1, 2a or 2b. Important information to note

• At least one of the documents must show the applicant’s current UK address

• All documents from the Primary documents, Group 1 and 2a list must be in the applicant’s full current legal name and should verify the identity of the applicant

• Documents from Group 2b must be in the applicant’s current legal name, however, may not include all forenames (i.e. middle names)

• Photocopies or documents printed from the internet are not acceptable

• Any identity provided in a foreign language must have a notarised translation

**Primary Documents**

* A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
* A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
* A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
* A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or a previous employer.
* A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
* A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.
* A current Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence.
* A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or a previous employer. A Certificate of Application issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old together with a Positive Verification Notice from the Home Office Employer Checking Service.
* An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service.
* A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.

**Supporting documents - The applicant must be able to show 2 documents from any of these groups**

**Group 1: Primary identity documents**

| **Document** | **Notes** |
| --- | --- |
| Passport | Any current and valid passport |
| Biometric residence permit | UK |
| Current driving licence photocard - (full or provisional) | UK, Isle of Man, Channel Islands and EU |
| Birth certificate - issued within 12 months of birth | UK, Isle of Man and Channel Islands - including those issued by UK authorities overseas, for example embassies, High Commissions and HM Forces |
| Adoption certificate | UK and Channel Islands |

**Group 2a: Trusted government documents**

| **Document** | **Notes** |
| --- | --- |
| Current driving licence photocard - (full or provisional) | All countries outside the EU (excluding Isle of Man and Channel Islands) |
| Current driving licence (full or provisional) - paper version (if issued before 1998) | UK, Isle of Man, Channel Islands and EU |
| Birth certificate - issued after time of birth | UK, Isle of Man and Channel Islands |
| Marriage/civil partnership certificate | UK and Channel Islands |
| HM Forces ID card | UK |
| Firearms licence | UK, Channel Islands and Isle of Man |

All driving licences must be [valid](https://www.gov.uk/driving-nongb-licence).

## Group 2b: Financial and social history documents

| **Document** | **Notes** | **Issue date and validity** |
| --- | --- | --- |
| Mortgage statement | UK or EEA | Issued in last 12 months |
| Bank or building society statement | UK and Channel Islands or EEA | Issued in last 3 months |
| Bank or building society account opening confirmation letter | UK | Issued in last 3 months |
| Credit card statement | UK or EEA | Issued in last 3 months |
| Financial statement, for example pension or endowment | UK | Issued in last 12 months |
| P45 or P60 statement | UK and Channel Islands | Issued in last 12 months |
| Council Tax statement | UK and Channel Islands | Issued in last 12 months |
| Work permit or visa | UK | Valid up to expiry date |
| Letter of sponsorship from future employment provider | Non-UK or non-EEA only - valid only for applicants residing outside of the UK at time of application | Must still be valid |
| Utility bill | UK - not mobile telephone bill | Issued in last 3 months |
| Benefit statement, for example Child Benefit, Pension | UK | Issued in last 3 months |
| Central or local government, government agency, or local council document giving entitlement, for example from the Department for Work and Pensions, the Employment Service, HMRC | UK and Channel Islands | Issued in last 3 months |
| EU National ID card | - | Must still be valid |
| Cards carrying the PASS accreditation logo | UK, Isle of Man and Channel Islands | Must still be valid |
| Letter from head teacher or college principal | UK - for 16 to 19 year olds in full time education - only used in exceptional circumstances if other documents cannot be provided | Must still be valid |