|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Applicant Name Organisation Position Applied For (please state position even if you are a volunteer) | | | | | | | | | | |
| A One from this group | | | | | | | | | | Notes official use |
| passport | | **X** | driving licence (UK) (full or provisional) Isle of Man/Channel Islands; either photocard or paper (a photocard is only valid if presented with the associated counterpart licence) | | X | birth certificate (UK and Channel Islands) - issued within 12 months of date of birth – full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces | | | X |  |
| ID card for foreign nationals | | **X** | EU National ID card | | X | HM Forces ID card (UK) | | | X |  |
| firearms licence (UK) | | **X** | adoption certificate (UK & Channel Isds) | | X |  | | | |  |
| B Then two from this group ***Please note, if you can't provide any of the documents above, you must provide five from the list below.*** | | | | | | | | | |  |
| marriage/civil partnership certificate | | **X** | bank/building society statement\* | | **X** | credit card statement\* | | | X |  |
| P45/P60 statement\*\* | | **X** | National Insurance card | | **X** | NHS card (UK & Channel Islands) | | | X |  |
| insurance certificate\*\* | | **X** | exam certificate eg GCSE, NVQ, O levels, degree | | **X** | Connexions card; including those cards carrying the PASS accreditation logo (UK and Channel Islands) | | | X |  |
| General Medical Council certificate | | **X** | benefit statement\* - eg child allowance, pension | | **X** | document from central/local government/government agency/local authority giving entitlement to benefits, eg to state benefits, housing benefit | | | X |  |
| replacement birth certificate, eg a certificate not issued within 12 months of birth | | **X** | vehicle registration document (document V5 old style and V5C new style only) | | **X** | documentation issued by court services\* | | | X |  |
| letter from a headteacher\* | | **X** | store card statement \* | | **X** | utility bill\* - electricity, gas, water, telephone – including mobile phone contract/bill | | | X |  |
| addressed payslip\* | | **X** | mail order catalogue statement\* | | **X** | financial statement \*\* eg pension, endowment, ISA | | | X |  |
| council tax bill for current year \*\* | | **X** | court claim form\*\* (UK) | | **X** | TV licence\*\* | | | X |  |
| mortgage statement \*\* | | **X** | work permit/visa (UK) \*\* | | **X** | CRB, Disclosure Scotland\*\* | | | X |  |
| one of the following documents from the United Kingdom Border Agency (UKBA) (formerly the BIA Borders & Immigration Agency) & Immigration & Nationality Directorate (IND) Do not use more than one of the following documents: Convention Travel Document (CTD) - Blue; Stateless Person’s Document (SPD) - Red; Certificate of Travel (CIT) - Brown; Asylum\Application Registration Card (ARC) | | | | | | | | | **X** |  |
| Documents with 1\* must have been issued within three months of your application date. Documents with 2 \*\* must have been issued within 12 months of your application date/ Documents without a \* can be more than 12 months old but must still be valid | | | | | | | | | | |
| ***You need to prove your identity as part of your application. You have to provide documents that confirm: Your name, date of birth & current address.*** | | | | | | | | | | |
| I have provided one item from Group **A** and two from Group **B** | | | | | | | **X** | Organisation address for invoice | | |
| I have provided five items from Group **B** | | | | | | | **X** |
| I want to pay cash | Enhanced £56 **X** Standard £38 **X** Volunteer £7.50 **X** | | | I would like to be invoiced (organisations only) | | | **X** | Signed | **X** | Date |

*DBS Evidence Document Checklist* 