

# DISCLOSURE APPLICATION FORM

## Which documents can be used to confirm identity

You must ensure that only original documentation is seen. Photocopies should not be accepted, nor should documents printed from the internet. Only the documents in the table below can be used to confirm identity

### Group 1

Valid passport (any nationality)  
UK Driving Licence (either photocard or paper)(Full or Provisional)  
Original UK Birth Certificate (issued within 12 months of date of birth) (full or short form acceptable)  
Valid photo identity card (EU countries only)  
UK Firearms Licence  
UK Adoption Certificate  
UK HM Forces ID card

### Group 2

Marriage/Civil Partnership certificate (UK/non-UK)  
Non-original UK birth certificate (issued after 12 months of date of birth) (full or short form acceptable)  
Original non-UK birth certificate  
UK P45/P60 statement\*\*  
Bank or building society statement\* (UK/non-UK)  
Utility bill (electricity, gas, water, telephone (inc mobile phone contract)\* (UK/non-UK)  
Valid TV Licence\*\* (UK/non-UK)  
Credit card statement\* (UK/non-UK)  
Store card statement\* (UK/non-UK)  
Mortgage statement\*\* (UK/non-UK)  
Valid insurance certificate\*\* (UK/non-UK)  
Correspondence or a document from: the Benefits Agency; the Employment Service; the Inland Revenue; or a Local Authority\*  
UK Council Tax Statement\*\*  
Financial statement (e.g. pension, endowment, ISA)\*\* (UK/non-UK)  
Valid vehicle registration document (UK/non-UK)  
Mail order catalogue statement\* (UK/non-UK)  
UK Court summons/Claim Form\*\*  
UK Valid NHS Card  
Addressed payslip\*  
UK National Insurance Number card  
Exam certificate (e.g. GCSE, NVQ) (UK/non-UK)  
Child benefit book\*  
UK Connexions card  
Certificate of British Nationality/Work permit/Visa  
Divorce document  
School Certificate  
Head Teachers Letter\*\*  
UK Student Loan proof  
UK National Savings Certificate  
Doctors Letter\*\*  
ERNIE Certificate  
Asylum Registration Card  
Previous CRB Disclosure \*\*

\* documentation should be less than three months old

\*\* issued within past 12 months

## RULES

If you have **one** document from Group 1  
Then you only need any additional **two** from Group 1 or 2 (3 documents in total)

If you have **no** document from Group 1  
Then you need **five** documents from Group 2

**All** documents must be from different organisations (eg you cannot use a bank account statement and mortgage statement from the same bank)

**All** documents must be in the applicant's current name. At least **one** document must confirm the applicant's date of birth.

At least **one** document must show the applicant's current address.