

Oxfordshire County Council (OCC) Supported Transport DBS Appointments: Identity Document Guidance

You must bring a **minimum of 3 different, valid, identity documents** from the below 'Identity Document List' with you to your DBS appointment. You will not be able to complete the DBS appointment without the correct documentation.

All documents must be in your correct, legal name (unless you have provided evidence of a name change e.g., Marriage certificate or Deed poll documents which provide documentary proof to support a name change). Documents showing an incorrect spelling of any part of your name cannot be used.

Taxi or Coach/Minibus Drivers

If applying as a driver, you must **also** show one of the following at your DBS appointment in addition to your 3 identity documents:

- Valid Taxi Licence Photocard/badge
- Valid Driver Qualification Card

Everyone must bring a minimum of 3 valid Identity Documents (ID) from the below list to their DBS Appointment to prove their identity & address

- These are the only documents that the Disclosure & Barring Service (DBS) will accept.
- It is important that you bring 'must show' documents if you have them.

Documents cannot be printed; only original documents can be accepted, online statements and letters that have been printed cannot be accepted.

- Current & Valid Passport** (Primary Document - you must show this if you have one)
- UK Biometric residence permit** (Primary Document - you must show this if you have one)
- UK Photocard driving licence, full or provisional** (Primary Document - you must show this if you have one)
- UK Birth certificate** (issued within 12 months of birth)
- UK Marriage/Civil Partnership Certificate**
- UK Utility Bill** (issued in last 3 months) – e.g., water, gas, electric or land line phone/internet (not mobile phone only)
- Bank or Building Society statement** (issued in last 3 months)
- Credit Card Statement** (issued in last 3 months)
- UK P45/60** (issued in last 12 months)
- UK Council Tax Statement** (issued within 12 months)
- EEA National ID Card**
- UK Mortgage Statement** (issued in last 12 months)
- UK Central/Local Government Document confirming entitlement**, (Department for Work and Pensions, the Employment Service, HMRC, issued in last 3 months)
- UK Benefits Statement** e.g., Child benefit or pension (issued in last 3 months)
- UK Adoption certificate**
- UK HM Forces ID Card**
- UK Paper version driving licence** (old style – if issued before 1998)
- Non-UK Photocard Driving Licence** (full or provisional)
- UK Birth certificate** (certified copy issued after birth)
- Immigration Doc/Visa or Work Permit**
- UK Firearms Licence**
- Financial Statement** (issued in last 12 months)
- UK Cards carrying the PASS accreditation logo**

Non-UK Nationals

If you are a non-UK national, you **must also** show one primary document from the below list to prove your nationality and Right to Work status.

Please note: You will not be able to show online verification from an electronic device. Any online 'Home Office Employer Checks' should be done before the appointment by your employer. This should be printed off and given to the applicant to show at their appointment

<input type="checkbox"/> Valid Republic of Ireland Passport .
<input type="checkbox"/> A current document issued by the Home Office to a family member of an EEA or Swiss citizen, and which indicates that the holder is permitted to stay in the United Kingdom indefinitely.
<input type="checkbox"/> Online evidence of immigration status . Either via the View and Prove service or using the BRP or BRC online service. Issued by the Home Office 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. Must be valid. Note: this includes the EUSS digital status confirmation. (This should be done by the employer. It should be printed off by the employer and given to the applicant to show at the DBS appointment.)
<input type="checkbox"/> 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.
<input type="checkbox"/> A current passport endorsed to show that the holder is allowed to stay/work in the UK for a period of time or stay indefinitely/right to abode/no time limit in the UK. (Passport must be in date).
<input type="checkbox"/> A current/in date Biometric Residence Permit
<input type="checkbox"/> A frontier worker permit issued under regulation 8 of the Citizens' Rights (Frontier Workers) (EU Exit) Regulations 2020.
<input type="checkbox"/> 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.
<input type="checkbox"/> A document issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules on or before 30 June 2021 together with a Positive Verification Notice from the Home Office Employer Checking Service . (The Positive Verification Notice should be made by the employer. The employer boxes should be ticked, and this should be printed off by the employer and given to the applicant to show at the DBS appointment.)
<input type="checkbox"/> 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. (The Positive Verification Notice should be made by the employer. The employer boxes should be ticked, and this should be printed off by the employer and given to the applicant to show at the DBS appointment.)
<input type="checkbox"/> 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. (The Positive Verification Notice should be made by the employer. The employer boxes should be ticked, and this should be printed off by the employer and given to the applicant to show at the DBS appointment.)

IMPORTANT INFORMATION

- We can only accept **valid / in date and original documents**
- At least one ID document must **confirm your current address.**
- The three ID documents must be **different** (i.e., two bank statements cannot be accepted)
- Only identity documents listed in the above table can be accepted to prove Identity and Address. These are set by the Disclosure and Barring Service and are non-negotiable. *More details can be found on the Government's DBS website: [ID checking guidelines for standard/enhanced DBS check applications from 1 July 2021 - GOV.UK \(www.gov.uk\)](#)*
- You will need to provide a full and continuous address history for the past 5 years (please have this information to hand at the appointment).
- **You will need to produce all the required documents before you can complete the online DBS application form.** Your DBS application cannot be processed without these.
- You will be required to complete an online DBS application form on an OCC laptop. Please email dbsbookings@oxfordshire.gov.uk before the day of your appointment if you think you will have any problems with this.
- You will be required to have multiple photographs taken by OCC staff at your DBS appointment. This is a mandatory requirement, to enable us to process a OCC Transport Badge showing your photograph.
- **IF YOU DO NOT BRING ALL THE REQUIRED DOCUMENTATION WITH YOU TO YOUR DBS APPOINTMENT, YOU WILL NOT BE ABLE TO PROCEED WITH THE APPOINTMENT AND WILL BE TURNED AWAY.**

If you do not complete your DBS appointment, you will need to re-book a new appointment and a charge will be applicable for this. Please see the DBS & Vetting website for further details: [DBS & vetting process: DBS Driver and/or Passenger Assistant Badge | Oxfordshire County Council](#)