

To complete the online application you will need :-

- # Your current full name and address
- # Any other names you have used (excluding “nicknames”) along with the years that you started and stopped using them
- # All addresses where you have lived in the past 5 years, including the postcodes for UK addresses, with no gaps.
- # Your passport details (if you have one)
- # Your UK Driving Licence details (if you have one)
- # Your National Insurance number (if you have one)

Documentation

The application process requires that you produce a number of ORIGINAL documents to support the data you have provided on your application form. These must all be in your current name (apart from a UK Birth Certificate).

At least one document must show your **current address** and one must show your **date of birth**.

The acceptable documents are divided into the 3 groups shown below.

If you own a valid Passport and/or UK photocard drivers licence you must produce these, plus one or two other documents from any group to make **3 documents in total**, for a Route 1 Application.

If you do not own a valid Passport, UK photocard Drivers Licence, original UK birth certificate or a biometric residence permit **and** you are an EEA or UK Citizen then you can proceed with a Route 2 application. This will require 1 document from Group 2a PLUS 2 other documents from Group 2a or 2b AND consent to DDC undertaking an Identity Validation Check with Experian Ltd.

UK and EEA citizens who cannot produce the required documentation and non-EEA citizens who cannot produce a Group 1 document, will need to apply using the DBS's paper application form & attend a local police station to have their fingerprints taken

Group 1

Valid Passport (UK or foreign)
Current UK Photocard Drivers Licence
Original UK Birth Certificate (*issued within 12 months of the date of birth*)
UK Biometric Residence Permit

Group 2a

Current UK Drivers Licence (old paper style)	Non-original UK Birth Certificate
UK Marriage/ Civil Partnership Certificate	HM Forces ID Card
UK Fire Arms Licence	UK Adoption Certificate
Non-UK photo Driving Licence (valid for 12 months from entry to the UK)	

Group 2b

Bank or building society statement *	Benefits Statement *
Mortgage Statement **	Utility bill *
Credit card statement *	P45 **
Land-line telephone bill or contract *	P60 **
Council Tax statement **	British Work Permit **
Financial Statement **	EU Photo ID Card
Document from the UK Borders Agency giving entitlement *	Bank/building society account opening letter *
Correspondence from a Government agency or local authority giving entitlement *	

* issued within the past 3 months
** issued within the past 12 months