

Criminal Record Bureau Checks

Proving your identity – the documents you will need

You'll need to prove your identity as part of your application. You'll have to provide documents that confirm:

- your name
- date of birth
- current address

You must provide original documentation. Photocopies or documents printed from the internet, for example, internet banking statements, will not be accepted.

The person who asked you to complete the form will check your proof of identity, or direct you to someone who can. You need to show at least three documents as shown below. If you don't have all the necessary documents, contact the CRB using the enquiry form.

You must provide one of the following documents:

- passport
- 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; except Jersey)
- 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
- ID card for foreign nationals
- EU National ID card
- HM Forces ID card (UK)
- firearms licence (UK)
- adoption certificate (UK and Channel Islands)

Please note, if you can't provide any of the documents above, you must provide five from the list below.

You must also provide two of the following:

- marriage/civil partnership certificate
- bank/building society statement*
- credit card statement*
- P45/P60 statement**
- National Insurance card
- NHS card (UK & Channel Islands)

- insurance certificate**
- exam certificate eg GCSE, NVQ, O levels, degree
- Connexions card; including those cards carrying the PASS accreditation logo (UK and Channel Islands)
- General Medical Council certificate
- benefit statement* - eg child allowance, pension
- document from central/local government/government agency/local authority giving entitlement to benefits* - eg to state benefits, housing benefit
- replacement birth certificate, eg a certificate not issued within 12 months of birth
- vehicle registration document (document V5 old style and V5C new style only)
- documentation issued by court services*
- letter from a headteacher*
- store card statement *
- utility bill* - electricity, gas, water, telephone – including mobile phone contract/bill
- addressed payslip*
- mail order catalogue statement*
- financial statement ** eg pension, endowment, ISA
- council tax bill for current year (UK and Channel Islands)**
- court claim form** (UK)
- TV licence**
- mortgage statement **
- work permit/visa (UK) **
- CRB, Disclosure Scotland and ISA Certificate (UK)**
- 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)

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