

## Disclosure and Barring Service (DBS) - identity document requirements

### Guidance for applicants for hackney carriage and private hire driver licences

All applicants for new / renewal hackney carriage or private hire driver licences must supply an enhanced DBS check, or evidence that they are an up-to-date member of the DBS update service. Applicants for a DBS check must provide the appropriate evidence of identity from the list below.

Applicants must provide at least **three** separate forms of ID - between them they **must** show your current **address**, your full, current **name**, and your **date of birth**.

At least **one** of the documents must be from **Group 1** (see below); the other two documents can be from any of the groups shown. If you are unable to provide anything from **Group 1** please contact us as soon as possible to discuss alternative ways to verify your identity, which is likely to delay your application.

#### Group 1 – Primary identity documents

Type of document	Notes
Passport	Any nationality – must be current and valid
Biometric residence permit	UK only
Current <b>photocard</b> driving licence	UK, Isle of Man, Channel Islands or EU
Birth certificate issued within 12 months of birth	UK and Channel Islands including those issued by UK embassies, high commissions, HM forces
Adoption certificate	UK or Channel Islands

#### Group 2a – Trusted government documents

Type of document	Notes
Current photocard driving licence	Countries other than UK, EU, Isle of Man or Channel Islands
Current valid old-style paper driving licence issued pre-1998	UK, Isle of Man, Channel Islands or EU
Birth certificate issued more than 12 months after birth	UK or Channel Islands
Marriage / civil partnership certificate	UK or Channel Islands
HM Forces ID card	UK
Firearms licence	UK, Channel Islands or Isle of Man

#### Group 2b – Financial and social history documents

Type of document	Notes
Mortgage statement	UK or EEA – issued in last 12 months
Bank / building society statement	UK, Channel Islands, EEA – issued in last 3 months
Bank / building society account opening letter	UK – issued in last 3 months
Credit card statement	UK or EEA – issued in last 3 months
Financial statement, eg pension / endowment	UK – issued in last 12 months
P45 or P60 statement	UK or Channel Islands – issued in last 12 months
Council Tax statement	UK or Channel Islands – issued in last 12 months
Work permit or visa	UK – only acceptable if it has not expired
Utility bill excluding mobile phone bill	UK – issued in last 3 months
Benefit statement such as child benefit or state pension	UK – issued in last 3 months
Document from central government, local government, a government agency or local council, giving entitlement, eg from Dept for Work & Pensions, Employment Service, HMRC	UK or Channel Islands – issued in last 3 months
EU National ID card	Must still be valid
Cards carrying the PASS accreditation logo	UK or Channel Islands – Must still be valid

**Only original documents can be accepted. Documents that have been photocopied or printed from the internet, for example internet bank statements, cannot be used.**