

## CRB Identification Requirements

In order to complete the Registration process we require proof of identity in support of a CRB Disclosure Application. **All documents provided must be original.**

All original documents **must** be sent by Special Delivery in the envelope provided, and will be returned to you in the same way. Authenticated copies are acceptable in certain circumstances.

Applicants **must** provide;

One document from **Group 1** plus any two documents from **Group 1 or 2**  
**OR**

Five documents from **Group 2**

Group 1
Passport
UK Driving Licence – Photocard and Paper counterpart (Full or Provisional)
UK Birth Certificate – Issued within 12 months of birth
EU National Identity Card
HM Forces Identity Card (UK)
UK Adoption Certificate
UK Firearms Licence

Group 2
Birth Certificate
Marriage or Civil Partnership Certificate
Vehicle Registration Documentation
Paid Utility Bill – Gas, Electricity, Water or Telephone Bill *
Addressed Payslip / Credit Card Statement / Store Card Statement / *
P45 or P60 **
UK Work Permit or Visa
Certificate of British Nationality
Examination Certificates – NVQ, HND etc..
Financial Statement / Insurance Certificate / Mortgage Statement / Council Tax Statement/ Court Claim Form / TV Licence**
Document from a Government Agency or Local Authority * e.g. from DWP or HM Revenue & Customs
One of the following documents from the Borders and Immigration Agency (BIA) (formerly the Immigration and Nationality Directorate – IND) (Uk). <b>Only one of the following documents may be used:</b>
Convention Travel Documents (CTD) – Blue
Stateless Person’s Document (SPD) - Red
Certificate of Identity (CID) - Brown
Application for Registration Card (ARD)
Immigration Status Document (ISD)

\* *These documents must be less than 3 months old*

\*\* *These documents must have been issued within the last 12 months*