

Criminal Records Bureau

I.D. documents list

If you have a driving license, passport and/or national insurance number then you MUST have them with you when you complete your application. Please refer to this list for acceptable forms of ID to be used with your CRB application form. Refer to the box below to work out how many identification documents you need.

Group 1

- Valid Passport (any nationality)
- UK Driving Licence (either photo card with counterpart or Paper)
- Original UK Birth Certificate (issued within 12 months of date of birth) (full or short form acceptable)
- EU National Identity Card
- UK Firearms Licence
- HM Forces ID Card
- Adoption Certificate (UK)

Group 2

- Marriage / Civil Partnership certificate
- Financial Statement ** e.g. pension, endowment, ISA
- Copy Birth Certificate
- Vehicle Registration Document
- UK P45/P60 Statement **
- Mail Order Catalogue Statement *
- Bank / Building Society Statement *
- Court Claim Form ** documentation issued by Court Service
- Utility Bill * e.g. gas, water, phone, mobile contract / bill
- Exam Certificate e.g. GCSE, NVQ, O level
- TV Licence **
- Addressed Payslip *
- Credit Card Statement *
- National Insurance Card
- Store Card Statement *
- UK NHS Card
- Mortgage Statement **
- Benefit Book – child allowance / pension
- Insurance Certificate **
- Certificate of British Nationality
- Council Tax Statement **
- Work Permit / Visa **
- Document from UK Central / Local Government / Government Agency / Local Authority giving entitlement e.g. Benefits Agency, Employment Service or Inland Revenue
- Connexions Card
- CRB Disclosure Certificate (less than 12 months old)**
- Letter from a Head Teacher*
- Asylum Registration Card

* documentation should be less than 3 months old

** issued within past 12 months

The following number of documents are required (e.g. if 3 can be produced from Group 1, then none are required from Group 2)

Group 1	Group 2
3	0
2	1
1	2
0	5

In order for forms to be processed quickly and accurately the following points should be noted:

- If you have a passport or driving license then you **MUST** use these as forms of ID for your application. These are classed as Group 1.
- If you have national insurance number then you **MUST** put it on your application form. Your national insurance number only classes as a form of ID if you can produce it in the form of a national insurance card, P60 or other official document. It is not classed as Group 2 ID if you cannot produce it as part of an official document
- All documents need to be in your current name
- At least one document must show your current address
- One document must show your date of birth
- Postal addresses for the last five years, with no gaps, also need to be produced.
- **All documents must be originals, photocopies cannot be accepted**