

# Handout For Applicants Using The Online Process

## What Information do I Need?

1. Your current full name and address
2. Any other names you have used, along with the dates you started and stopped using them
3. A full and continuous address history for the past 5 years, including UK postcodes, where applicable
4. Your passport details, if you have one
5. Your UK driving licence details, if you have one

## How Many Documents do I Need?

The application process requires that you produce a number of **original** documents to support the data you will provide on the online application form. All documents must be in your **current name** (excluding 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 1 or 2 additional documents from any group to make a **minimum of 3 documents in total** for a Route 1 Application.

If you do not own a valid UK Passport, UK photocard Drivers Licence, original UK Birth Certificate, Adoption Certificate **and** you are an UK Citizen, then you can proceed with a Route 2 application. This will require 1 document from Group 2a PLUS 2 other documents from either Group 2a or 2b **and** consent to DDC undertaking an Identity Validation Check.

If you are applying for **paid work** from a non-UK country you must provide one primary document to **confirm your 'right to work' in the UK**, plus two documents from any group. For the full list of documents and requirements please see [www.ddc.uk.net/help-advice/guidance-for-applicants](http://www.ddc.uk.net/help-advice/guidance-for-applicants). *Non-UK applicants applying for voluntary roles, can only use Route 1 with no requirement to prove a 'right to work'.*

UK citizens who cannot produce the required documentation will need to apply using the DBS's paper application form and attend a local police station to have their fingerprints taken.

## How Are the Documents Grouped?

### Group 1 Documents

- Any current and valid Passport
- UK Biometric Residence Permit
- Current UK/Isle of Man/Channel Islands Driving Licence
- UK/Isle of Man/Channel Islands Birth Certificate (issued within 12months of birth)
- UK and Channel Islands Adoption Certificate

### Group 2a Documents

- Current, non-UK Photocard Driving Licence
- UK/Isle of Man/Channel Islands Paper Drivers
- UK Birth Certificate (issued 12+ months after DOB)
- UK Marriage / Civil Partnership Certificate
- UK HM Forces ID Card
- UK/Isle of Man/Channel Islands Firearms Licence

### Group 2b Documents

- UK mortgage statement\*
- UK/Channel Island bank or building society statement\*\*
- UK bank account opening letter\*\*
- UK credit card statement\*\*
- UK financial statement (eg pension)\*
- P45\* or P60\*
- Council tax statement\*
- Valid UK work permit or visa
- Valid letter of employer sponsorship
- Utility bill\*\*
- Benefit statement\*\*
- Government correspondence (eg HMRC)\*\*
- Valid EEA National ID card
- Irish Passport card
- Valid 'PASS' card
- Letter from Headteacher or Principal (16 to 19 year olds only)

\*Issued in the last 12 months

\*\*Issued in the last 3 months