

A GUIDE TO APPLYING FOR A DISCLOSURE

Please complete all sections marked in **YELLOW** using **BLACK INK** and in **BLOCK CAPITALS** and return to the Licensing Section together with the appropriate documents and a registration fee of £36 as soon as possible.

You will be asked to produce certain **original documents** (not photocopies) so that your identity can be verified. (*Where it is not possible to present your documents in person, together with your form, you may post them to the Licensing Section*)

Please Note all documents must be in your **current name**. At least one document must show your **current address** and at least one document must show your **date of birth**.

Document you need to provide

- If you can produce any document from Group 1 (see below)

You need 3 documents

We will need to see one document from Group 1 and two documents from Groups 1 or 2.

Or

- **You need 5 documents**

We will need to see five documents from Group 2

Group 1

- Valid passport
- Full UK Driving Licence
- Original UK Birth Certificate (issued within 12 months of the date of birth - full or short form acceptable)
- Adoption Certificate (UK & Jersey)
- UK Firearms licence
- UK or EU National Identity Card
- Identity Card for Foreign Nationals (ICFN)
- UK HM Forces ID Card

Group 2

- Marriage certificate/Civil Partnership Certificate
- Birth Certificate
- P45/P60 statement** (UK)
- Bank or Building Society statement*
- Utility Bill (electricity, gas, water, telephone - inc mobile phone contract/bill, Exam certificate) *
- TV licence**
- Credit Card statement*
- Store Card statement*
- Mortgage statement**
- Insurance certificate**
- Certificate of British nationality (UK)
- Work permit/visa (UK)**
- NHS Card (UK)
- Financial statement (eg pension, endowment, ISA)**
- Valid vehicle registration document
- Mail order catalogue statement*
- Court Claim Form** (UK)
Documentation issued by Court Services*
- Valid NHS Card
- Addressed payslip*
- National Insurance Card (UK)
- Exam certificate (eg GCSE. NVQ)
- Benefit Statement*- Child Allowance, Pension
- Connexions card

- A document from Central/Local Government/Government agency/Local Authority giving entitlement (UK)*:-
eg from the Department for Work and Pensions, the Employment Service, Customs and Revenue, Job Centre, Job Centre Plus, Social Security
- One of the following documents from the United Kingdom Borders Agency (UKBA) (formerly the Immigration and Nationality Directorate - IND) (UK):

Do not use more than one of the following documents:-
 - Convention Travel Document (CTD) - Blue
 - Stateless Person's Document (SPD) - Red
 - Certificate of Identity (CID) - Brown
 - Application Registration Card (ARC)
 - Immigration Status Document (ISD)
 - CRB, Disclosure Scotland and ISA Certificate (UK) **
 - Letter from a Head Teacher *
 - Connexions Card: including those cards carrying the PASS accreditation logo (UK)
 - General Medical Council (GMC) Certificate

***Documentation should be less than three months old**

**** Issued within past 12 months**