

Handout for applicants using the online system

This handout provides guidance on some of the information applicants will be asked to provide when applying for a criminal record check. Full guidance will be provided when using the online system.

Information to get ready

When completing the online form you will be asked to provide the following details:

- Your **current name, address, date of birth** and commonly available information such as National Insurance number
- Any **previous names** you have been known by, or different names you are currently known by e.g. professional names
- A **full 5-year address history** with UK postcodes (if applicable). It is not an issue if you have multiple current addresses
- Identity document information with **Passport** or **Driving Licences** being the best choices

What documents are accepted?

The list of documents below is a shortened version of the full guidance, with the most common documents listed. You should prepare three documents to complete the process but may be able to use fewer. The full list is available through the online portal or at www.ddc.uk.net. These must be **original documents** and not self-printed documents. Only one document can be used from the same place e.g. not 2 bank statement from the same bank. If you have a previous certificate it can often be useful to have this available, but it is not essential unless you are renewing a PVG application.

Group 1 – Primary Identity Documents

Current Valid Passport (UK or any country)	eVisa (UK)
Current Photocard Drivers Licence (UK, IM, CHI)	Birth Certificate (Original) (UK, IM, CHI)
Biometric Residence Permit / Application Registration Card	Adoption Certificate (UK, CHI)

Group 2a – Trusted Government Documents

Current Photocard Driving Licence (non-UK)	Immigration document, Work Permit or Visa (non-UK)
Current UK Paper Driving Licence	HM Forces ID Card (UK)
Birth Certificate (Non-Original) (UK, CHI)	Firearms Licence (UK, CHI)
Marriage/Civil Partnership Certificate (UK)	

Group 2b – Financial and Social History Documents

^{*3} must be issued in the last 3 months	^{**12} document must be issued within 12 months
Mortgage / Financial / Council Tax Statement ^{**12} (UK)	Bank/Building Society/Credit Card Statement ^{*3} (UK)
P45/P60 Statement or HMRC demand letter ^{**12} (UK and Channel Islands) Not payslips.	A document from Central/Local Government, a Government agency or Local Authority giving entitlement (UK) ^{**12}
Utility Bill ^{*3} (UK) Not mobile telephone or TV licence.	Benefit Statement ^{*12} e.g. Child allowance, pension.
EEA National ID Card (EEA) Must be valid	European Health Insurance Card (EHIC) or Global Health Insurance Card (GHIC) Must be valid

Other documents are available to choose from, and some of those listed can be used when applying from outside the UK.

Get your documents checked

There are a few options for having your identity documents checked and these will be determined by the organisation that has requested the check upon you. If you're not sure just check with the person that asked you to complete the application.

1. **Digital identity** – you will be asked to download and use DDC ID to scan your British or Irish Passport, and face
2. **In-person checks** – guidance will tell you where to take your documents to be validated by the requesting organisation
3. **Postal application** – you may need to send your documents to us and arrange a video call to complete verification
4. **Hybrid process** – there are some hybrid approaches using parts of the above processes but we'll let you know