

Proving your identity – the documents you will need

You'll need to prove your identity as part of your application. You'll have to provide documents that confirm:

- your name
- date of birth
- current address.

You must provide original documentation. Photocopies or documents printed from the internet, for example, internet banking statements, will not be accepted.

The person who asked you to complete the form will check your proof of identity, or direct you to someone who can. You need to show at least three documents as shown below. If you don't have all the necessary documents, contact the CRB using the enquiry form.

You must provide one of the following documents from List 1 and two from List 2. If you can't not provide any documents from List 1, you must provide five from List 2.

List 1:

- passport
- driving licence (UK) (full or provisional) Isle of Man/Channel Islands; either photocard or paper (a photocard is only valid if presented with the associated counterpart licence; except Jersey)
- birth certificate (UK and Channel Islands) - issued within 12 months of date of birth - full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces
- ID card for foreign nationals
- EU National ID card
- HM Forces ID card (UK)
- firearms licence (UK)
- adoption certificate (UK and Channel Islands).

List 2:

- marriage/civil partnership certificate
- bank/building society statement *
- credit card statement *
- P45/P60 statement **
- National Insurance card
- NHS card (UK & Channel Islands)
- insurance certificate **
- exam certificate eg GCSE, NVQ, O levels, degree
- Connexions card; including those cards carrying the PASS accreditation logo (UK and Channel Islands)
- General Medical Council certificate
- benefit statement * - eg child allowance, pension

- document from central/local government/government agency/local authority giving entitlement to benefits * - eg to state benefits, housing benefit
- replacement birth certificate, eg a certificate not issued within 12 months of birth
- vehicle registration document (document V5 old style and V5C new style only)
- documentation issued by court services *
- letter from a headteacher *
- store card statement *
- utility bill * - electricity, gas, water, telephone - including mobile phone contract/bill
- addressed payslip *
- mail order catalogue statement *
- financial statement ** eg pension, endowment, ISA
- council tax bill for current year (UK and Channel Islands) **
- court claim form ** (UK)
- TV licence **
- mortgage statement **
- work permit/visa (UK) **
- CRB, Disclosure Scotland and ISA Certificate (UK) **
- no more one of the following documents from the United Kingdom Border Agency (UKBA) (formerly the BIA Borders & Immigration Agency) & Immigration & Nationality Directorate (IND)
 - Convention Travel Document (CTD) - Blue
 - Stateless Person's Document (SPD) - Red
 - Certificate of Travel (CIT) - Brown
 - Asylum\Application Registration Card (ARC).

Please note:

- Documents with shown with * must have been issued within three months of your application date.
- Documents with shown with ** must have been issued within 12 months of your application date.
- Documents without an * can be more than 12 months old but must still be valid.

How to get to 21 Tudor Close, Hove BN3 7NR

Train:

The nearest train station is Aldrington. On leaving the station, walk to the north side of the station and turn left into Amherst Crescent. Walk to the end of the road and turn left onto Old Shoreham Road (A270). Cross over the road and turn right into Holmes Avenue. Walk north until you come to Bishop Hannington Church, which will be on your right. Ahead of you is a green; we are situated in the close behind the green on the right hand side of the road.

Bus:

Three buses (5, 5a and 5b) all stop in close proximity to the setting. The nearest stop is serviced by the 5a. Get off the bus at Bishop Hannington Church in Holmes Avenue. To the north of you is a green; Tudor Close is situated behind this green. The setting is on the right hand side of the road.

If using the 5 bus, get off at the bottom of Elm Drive. Cross the road and walk north up Holmes Avenue until you come to Bishop Hannington Church, which will be on your right. Ahead of you is a green; we are situated in the close behind the green on the right hand side of the road.

The 5b bus stops at the Texaco garage on the Hangleton Road (A2038) outside the ODM store. Walk around the front of the garage and head east down Nevill Avenue, past Fallowfield Crescent and Meadway Crescent. The next turning on the left is Tudor Close. The setting is on the right hand side of the road.

Car:

Turn north off Old Shoreham Road (A270) into Holmes Avenue opposite the PC World Superstore. Proceed north until the next junction (Nevill Avenue). Tudor Close is situated behind the green immediately in front of you. The setting is on the right hand side of the road as you drive into the close.