

Valid Documents for DBS Identity Checks

Please note that:

- You must only supply valid, current and original documentation.
- Photocopies or documentation printed from the internet e.g. internet bank statements are not acceptable.
- You must ensure that you declare all previous name changes on your application, and you must provide documentary proof to support each change of name.
- All documents must be in your current name as recorded in Section A (Documents in a previous name can be accepted ONLY where you can provide documentation supporting the name change because of a marriage/civil partnership (marriage/civil partnership certificate), divorce/civil partnership dissolution (decree absolute/civil partnership dissolution certificate), deed poll (Deed Poll certificate)
- One document must confirm your date of birth.
- A document from each of the groups should be included only once in the document count. *e.g. do not include two bank statements as two of the required documents, if they are from the same bank.*

Route One Where the applicant produces a Group 1 document	Route Two Where the applicant is unable to produce a Group 1 document	Route Three Only if the applicant is unable to meet the requirements of Route 1 or Route 2
<p>ONE document from Group 1 <u>and</u> 2 further documents from Group 1 or 2(a or b)</p>	<p>THREE documents from Group 2 comprising of: 1 document from Group 2a <u>and</u> 2 further documents from Group 2a or 2b <u>and</u></p> <p>eSafeguarding will then use an external ID Validation Service to check the application against their records to establish the applicants name and living history footprint. Please note Route 2 verification will incur your employer an additional fee.</p>	<p>A Birth Certificate (UK, Isle of Man & Channel Islands) <u>and</u> FOUR further documents from Group 2 comprising of: 1 document from Group 2a <u>and</u> 3 further documents from Group 2a or 2b (Total of 5 documents)</p> <hr/> <p>If the applicant fails to produce the required documents, they will need to complete a paper application form and go for fingerprinting. They will be asked to give their consent to have their fingerprints taken in line with the current DBS procedure. This will require their attendance at a Police Station at an appointed time – this may cause delay to the application process</p>

Group 1

– Primary Identity Documents

- **Passport** – Any current and valid passport. A UK passport can be expired up to a maximum of 6 months.
- **eVisa** - Accessed via the ‘View and Prove’ service. The share code requested by the applicant should be an ‘immigration status’ share code. If you do not have a UKVI account to access your eVisa you can create one online (Get access to your online immigration status (eVisa) - GOV.UK)
- **Biometric residence permit (BRP)** - UK. A BRP showing Indefinite Leave to Remain, Indefinite Leave to Enter or No Time Limit can be used up to 18 months past the expiry date of the BRP. BRP holders should be encouraged to create an account and access their eVisa.
- **Application Registration Card (ARC)** - Issued by the Home Office. Must be checked against the [Home Office Employer Checking Service](#).
- **Current driving licence photocard - (full or provisional)** - Current and valid photocard driving licence issued by UK, Isle of Man, and Channel Islands. From 8 June 2015, the paper counterpart to the photocard driving licence will not be valid and will no longer be issued by DVLA.
- **Birth certificate - issued within 12 months of birth** - UK, Isle of Man, and Channel Islands - including those issued by UK authorities overseas, for example embassies, High Commissions and HM Forces. Must be original birth certificate. Certified copies are a group 2a document.
- **Adoption certificate** - UK and Channel Islands.

Group 2a

– Trusted government documents

- **Current driving licence photocard - (full or provisional)** - Current and valid. All countries outside the UK (excluding Isle of Man and Channel Islands)
- **Current driving licence (full or provisional) – paper version (if issued before March 2000)** - Current and valid. UK, Isle of Man, and Channel Islands. For a paper licence to be valid it must be issued before March 2000 and all information, including name and address, must be up to date.
- **Birth certificate - issued more than 12 months after time of birth** - UK, Isle of Man, and Channel Islands.
- **Marriage/civil partnership certificate** - UK and Channel Islands.
- **Immigration document, visa, or work permit** - Issued by a country outside the UK. Valid only for roles whereby the applicant is living and working outside of the UK. Visa/permit must relate to the non-UK country in which the role is based.
- **HM Forces ID card or HM Armed Forces Veteran card** – UK.
- **Firearms licence** - UK, Isle of Man, and Channel Islands.

Group 2b

– Financial and social history documents

- **Mortgage Statement** – UK. **
- **Bank or building society statement** - UK and Channel Islands. A print off of a bank statement that is endorsed with a stamp and signed by the bank is acceptable if you cannot have hard copy bank statements posted to you. *
- **Bank or building society statement** - Countries outside the UK. Branch must be in the country where the applicant lives and works. *
- **Bank or building society account opening confirmation letter** – UK. *
- **Credit card statement** – UK. *
- **Financial statement, for example pension or endowment** – UK. **
- **P45 or P60 statement** - UK and Channel Islands. Original only. Cannot be online document or printed from online account/PDF. **
- **Council Tax statement** - UK and Channel Islands. **
- **Letter of sponsorship from future UK employment provider** - Valid only for applicants residing outside of the UK at time of application. Must still be valid.
- **Utility bill** - UK - not mobile telephone bill. Cannot be printed from an online account. *
- **Benefit statement, for example Child Benefit, State Pension** – UK. **
- **Central or local government, government agency, or local council document giving entitlement, for example from the Department for Work and Pensions, the Employment Service, Local Authority** - UK and Channel Islands – a letter confirming entitlement to benefits. For example: Personal Independence Payment (PIP), free school meals, universal credit, asylum support etc. **
- **HMRC self-assessment letters or tax demand letter** – UK. **
- **European Health Insurance Card (EHIC) or Global Health Insurance Card (GHIC)** – UK. Must still be valid.
- **EEA National ID card** – Must still be valid.
- **Irish Passport Card** - Cannot be used with an Irish passport. Must still be valid.
- **Cards carrying the PASS accreditation logo** - UK, Isle of Man, and Channel Islands. Digital PASS cards are acceptable where they have been issued by an approved digital PASS provider and the QR code has been used to confirm details. Must still be valid.
- **Letter from head teacher, college principal, apprenticeship provider** - UK - for 16 to 19 year olds in full time education or on an apprenticeship - only used in exceptional circumstances if other documents cannot be provided. Issued within **the last month**.

NOTE: Documents Denoted with: * Should be less than three months old - ** Should be issued within last 12 months

How to view ID documents

There are three ways in which ID documents can be viewed and validated. You must use option one unless it is not practical to have a face-to-face appointment with the applicant. If you are unable to use option one the reasons need to be recorded and option two can be considered. If option two is not practical the reasons must be recorded and option three can be used. The rationale behind the use of options two or three must be kept. A record of the documents used to validate the identity must be kept for a minimum of 2 years regardless of which option is used.

All documents **must be physical documents**, unless you are viewing the applicant's eVisa on the Home Office "View and Prove" site or a digital PASS card with QR code that has been checked. You cannot accept photocopies or scanned documents (with the exception of the initial Option three check as described below). Documents printed from the internet, for example bank statements, are not acceptable for ID purposes. The applicant can ask their bank to print off a bank statement for them and endorse it with a stamp and signature if they do not have hard copy bank statements.

Option one

The ID check should be done in person, allowing the ID checker to view the physical documents, or eVisa, or digital PASS card, in the presence of the individual.

You must keep a record of the documents used to validate the identity for a minimum of 2 years

Option two

The ID checker can conduct the ID check via video link – for example Google Meet or FaceTime. In these circumstances the ID checker must be in possession of the physical documents. These can be posted to the ID checker in advance of the virtual call. Any risks identified when using live video must be assessed and mitigated by you. You must not rely on the inspection of the documents via a live video link, or by checking a faxed or scanned copy of the document.

If option two is used, you must keep a record of why option one was not used, along with a record of the documents used to validate the identity, for a minimum of 2 years. The rationale must be specific to the individual ID verification; it is not acceptable to default to the use of options two or three.

Option three

The ID check can be completed via video link – for example Google Meet or FaceTime – without the ID checker being in physical possession of the ID documents. Documents can either be held up to the camera during the video link or sent as a scanned image/photograph via email. The details of the documents, as set out above, must be recorded and stored at the time of the video link ID check. The documents must subsequently be presented to the ID checker prior to employment starting. In exceptional circumstances this may be on the first day of employment.



A fully compliant combination of documents must be presented to the ID checker – presentation of only one physical document is not acceptable. The ID checker must record the date the ID check was completed in person and cross reference the details recorded from the video link ID check. If there are any discrepancies the DBS check may be invalid. The applicant should not be allowed to commence employment until a full and satisfactory set of documents is examined.

If option three is used you must keep a record of why options one and option two were not used, along with a record of the documents used to validate the identity, for a minimum of 2 years. The rationale must be specific to the individual ID verification, it is not acceptable to default to the use of options two or three as part of your process.