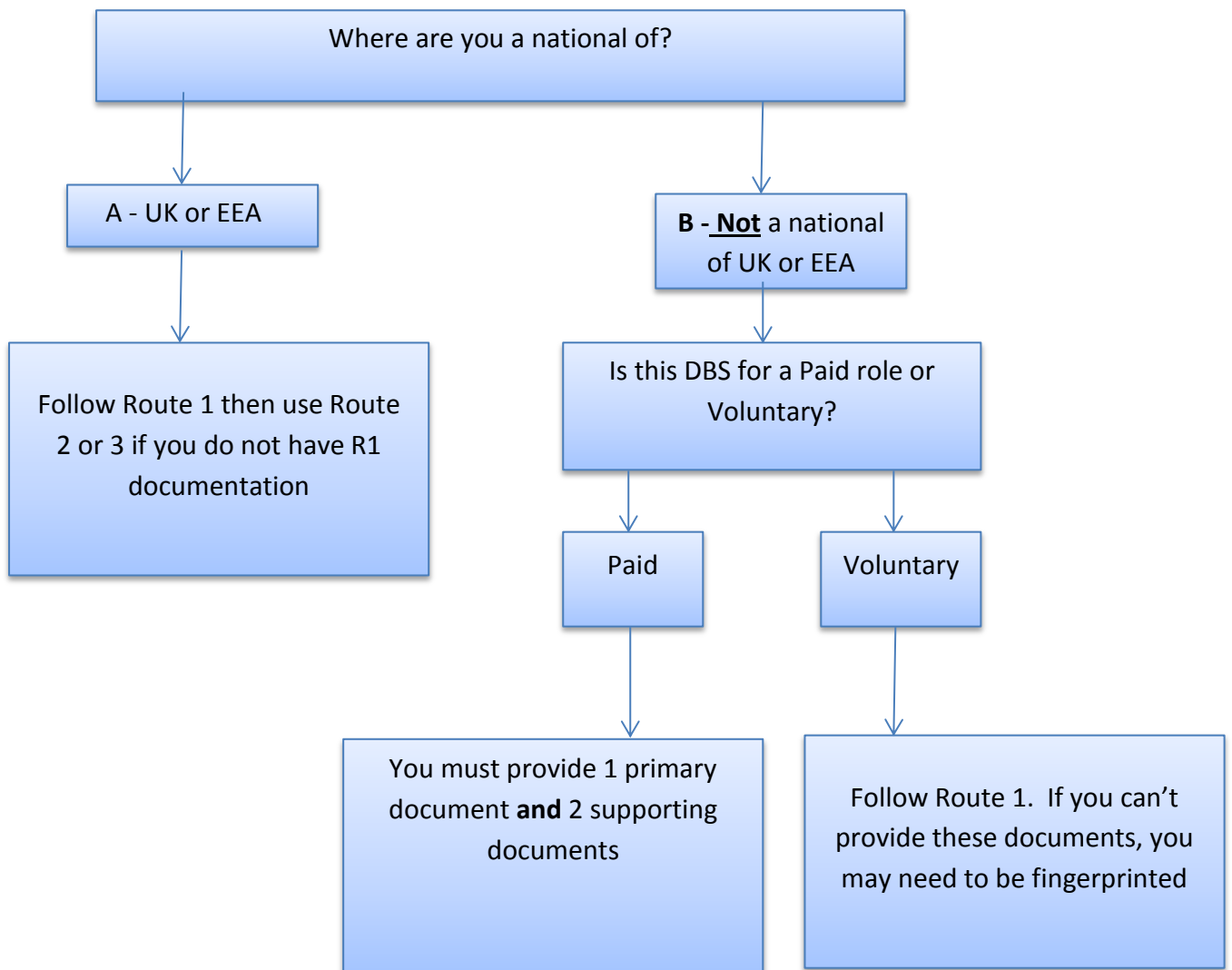


DBS Changes to rules for Identity checking - updated September 2018

As of October 2017 there are changes to the rules for ID checking depending on where you are from. Follow the simple process guide below to determine which route you should follow:



The detailed documentation you need to provide is outlined over the next few pages.

What detailed documentation should I provide?

A - If you are from the UK or the European Economic Area

You must prove your identity as part of the DBS check process. You must provide original documents (not copies) to do this. You must try to provide documents from Route 1 before Route 2 or Route 3.

If you're not a national of the UK or the European Economic Area (EEA) you must use a different route to apply for **paid work** in the UK. You **can** use Route 1 for voluntary work.

Route 1 - You must be able to show:

- one document from Group 1
- 2 further documents from either Group 1, or Group 2a or 2b

At least **one** of the documents must show your current address.

If you're not a national of the UK or the EEA and you're applying for voluntary work you may need to be fingerprinted if you can't show these documents.

Route 2 - If you don't have any of the documents in Group 1, then you must be able to show:

- one document from Group 2a
- 2 further documents from either Group 2a or 2b

At least one of the documents must show your current address. The organisation conducting the ID check must then also use an appropriate external ID validation service to check the application.

If you're an EEA national who's been resident in the UK for 5 years or less you may need to be fingerprinted if you can't show these documents.

Route 3 - can only be used if it's been impossible to process the application through Routes 1 or 2. EEA nationals who've been resident in the UK for 5 years or less can't use Route 3.

For Route 3, you must be able to show:

- a birth certificate issued after the time of birth (UK and Channel Islands)
- one document from Group 2a
- 3 further documents from Group 2a or 2b

At least **one** of the documents must show your current address. **If you can't provide these documents you may need to be fingerprinted.**

Valid documents for Option A applicants:

Group 1 Documents	Notes
Passport	Any current and valid passport
Biometric residence permit	UK
Current driving licence photocard - (full or provisional)	UK, Isle of Man, Channel Islands and EEA
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
Adoption certificate	UK and Channel Islands

Group 2a Documents	Notes
Current driving licence photocard - (full or provisional)	All countries outside the EEA (excluding Isle of Man and Channel Islands)
Current driving licence (full or provisional) - paper version (if issued before 1998)	UK, Isle of Man, Channel Islands and EEA
Birth certificate - issued after time of birth	UK, Isle of Man and Channel Islands
Marriage or civil partnership certificate	UK and Channel Islands
Immigration document, visa or work permit	All countries outside the EEA - valid only if you're working in the country that issued the document
HM Forces ID card	UK
Firearms licence	UK, Channel Islands and Isle of Man

All driving licenses must be valid i.e. in date and in the correct address.

Group 2b Documents	Notes	Issue date and validity
Mortgage statement	UK or EEA	Issued in last 12 months
Bank or building society statement	UK and Channel Islands or EEA	Issued in last 3 months
Bank or building society statement	Countries outside the EEA	Issued in last 3 months - branch must be in the country where the you live and work
Bank or building society account opening confirmation letter	UK	Issued in last 3 months
Credit card statement	UK or EEA	Issued in last 3 months
Financial statement, for example pension or endowment	UK	Issued in last 12 months
P45 or P60 statement	UK and Channel Islands	Issued in last 12 months
Council Tax statement	UK and Channel Islands	Issued in last 12 months
Letter of sponsorship from future employment provider	Non-UK or non-EEA only - valid only if you're residing outside of the UK at time of application	Must still be valid
Utility bill	UK - not mobile telephone bill	Issued in last 3 months
Benefit statement, for example Child Benefit, Pension	UK	Issued in last 3 months
Central or local government, government agency, or local council document giving entitlement, for example from the Department for Work and Pensions, the	UK and Channel Islands	Issued in last 3 months

Group 2b Documents	Notes	Issue date and validity
Employment Service, HMRC		
EU 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	Must still be valid
Letter from head teacher or college principal	UK - for 16 to 19 year olds in full time education - only used in exceptional circumstances if other documents cannot be provided	Must still be valid

B – if you're from outside the UK or European Economic Area

If you are applying for a DBS check to do paid work and you aren't a national of the UK or European Economic Area (EEA), you must be able to show:

- one primary document
- 2 supporting documents

You must provide original documents (not copies) to prove your identity. At least one of the documents must show your current address.

You can't use any other route for paid work but can use Route 1 if its for voluntary work.

Primary Documents

Document	Notes
A Permanent Residence Card	Issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
A current Biometric Immigration Document	Previously (Biometric Residence Permit) Issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
A current passport	Must be endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
A current Immigration Status Document	Issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no

Document	Notes
	time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
A current passport	Must be endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question
A current Biometric Immigration Document (Biometric Residence Permit)	Issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question
A current Residence Card	This is including an Accession Residence Card or a Derivative Residence Card and issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence.
A current Immigration Status Document	Must be containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
A Certificate of Application	Issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old together with a Positive Verification Notice from the Home Office Employer Checking Service.
An Application Registration Card	Issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service
A Positive Verification Notice	Issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question

Supporting documents

You must be able to show 2 documents from any of these groups. All driving licenses must be valid i.e. in date and in the correct address. A passport or biometric residence permit can only be used as a supporting document if it's not already been used as a primary document.

Group 1 Documents	Notes
Passport	Any current and valid passport
Biometric residence permit	UK
Current driving licence photocard - (full or provisional)	UK, Isle of Man, Channel Islands and EU

Group 1 Documents	Notes
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
Adoption certificate	UK and Channel Islands

Group 2a Documents*	Notes
Current driving licence photocard - (full or provisional)	All countries outside the EU (excluding Isle of Man and Channel Islands)
Current driving licence (full or provisional) - paper version (if issued before 1998)	UK, Isle of Man, Channel Islands and EU
Birth certificate - issued after time of birth	UK, Isle of Man and Channel Islands
Marriage or civil partnership certificate	UK and Channel Islands
Immigration document, visa or work permit	All countries - valid only if you're working in the country that issued the document
HM Forces ID card	UK
Firearms licence	UK, Channel Islands and Isle of Man

*These documents can only be used as proof if the role is outside the UK.

Group 2b Documents	Notes	Issue date and validity
Mortgage statement	UK or EEA	Issued in last 12 months
Bank or building society statement	UK and Channel Islands or EEA	Issued in last 3 months
Bank or building society statement (for applicants living and working outside the UK)	Countries outside the EEA	Issued in last 3 months - branch must be located in the country in which the applicant lives and works
Bank or building society account opening confirmation letter	UK	Issued in last 3 months
Credit card statement	UK or EEA	Issued in last 3 months
Financial statement, for example pension or endowment	UK	Issued in last 12 months
P45 or P60 statement	UK and Channel Islands	Issued in last 12 months
Council Tax statement	UK and Channel Islands	Issued in last 12 months
Letter of sponsorship from future employment provider	Non-UK or non-EEA only - valid only for applicants residing outside of the UK at time of application	Must still be valid
Utility bill	UK - not mobile telephone bill	Issued in last 3 months
Benefit statement, for example Child Benefit, Pension	UK	Issued in last 3 months

Group 2b Documents	Notes	Issue date and validity
Central or local government, government agency, or local council document giving entitlement, for example from the Department for Work and Pensions, the Employment Service, HMRC	UK and Channel Islands	Issued in last 3 months
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	Must still be valid
Letter from head teacher or college principal	UK - for 16 to 19 year olds in full time education - only used in exceptional circumstances if other documents cannot be provided	Must still be valid