

## **ID Document Checking Rules for DBS Disclosure Applications**

The first box below shows the combinations of ID documents that are acceptable. The further 3 boxes list the actual documents that are acceptable.

### **Documents Required – Route One, Two or Three**

#### **Route One (preferred)**

- One document from group 1 below,
- two further documents from either group1, or Group 2a or 2B below.

At least one of the documents must verify current address.

#### **Route Two**

Route 2 can only be used if it's impossible to process the application through Route 1.

If the applicant doesn't have any of the documents in Group 1, then they must be able to show:

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

At least one document must show the applicant's current address.

#### **Route Three**

Route 3 can only be used if it's impossible to process the application through Routes 1 or 2.

For route 3, the applicant must be able to show:

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

At least one of the documents must show the applicant's current address. If the applicant can't provide these documents they may need to be fingerprinted.

## Group 1 - Primary Identity documents

- Current valid Passport
- Biometric Residence Permit (UK)
- Current Driving Licence (Full or provisional) UK, Isle of Man/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
- Adoption Certificate (UK and Channel Islands)
- **DOCUMENTS FOR NON-UK NATIONALS**
- At least one of the documents from either the primary or supporting documents lists must show the applicant's current address.
- A current passport or passport card showing that the holder is a national of Ireland.
- A current document issued by the Home Office to a family member of an EEA or Swiss citizen, and which indicates that the holder is permitted to stay in the United Kingdom indefinitely.
- A current Biometric Immigration Document (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.
- Online evidence of immigration status. Either via the View and Prove service or using the BRP or BRC online service. Issued by the Home Office 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. Must be valid. Note: this includes the EUSS digital status confirmation.
- A current passport 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 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 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 document issued by the Home Office to a family member of an EEA or Swiss citizen, and which indicates that the holder is permitted to stay in the United Kingdom for a time limited period and to do the type of work in question.
- A frontier worker permit issued under regulation 8 of the Citizens' Rights (Frontier Workers) (EU Exit) Regulations 2020.
- A current Immigration Status Document 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 document issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules on or before 30 June 2021 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.

### **Group 2a – Trusted Government Documents**

- Current UK Driving licence (Full or Provisional) paper version if issued before 1998 – UK, Isle of Man and Channel Islands
- Current Driving Licence Photocard (Full or Provisional) All Countries outside the UK (Excluding Isle of Man and Channel Islands)
- Birth Certificate issued after the time of birth - UK and Channel Islands
- Marriage/Civil Partnership Certificate - UK and Channel Islands
- HM Forces ID Card - UK
- Fire Arms Licence – UK, Isle of Man and Channel Islands

All driving licences must be valid (<https://www.gov.uk/driving-nongb-licence>)

### **Group 2b – Financial / Social History Documents**

- Mortgage Statement - UK (Issued in the last 12 months)
- Bank/Building Society Statement - UK and Channel Islands (Issued in the last 3 months)
- Bank / Building Society Account Opening Confirmation Letter – UK (Issued in the last 3 months)
- Credit Card Statement – UK (Issued in the last 3 months)
- Financial Statement e.g. pension or endowment – UK (Issued in the last 12 months)
- P45/P60 Statement - UK & Channel Islands (Issued in the last 12 months)
- Council Tax Statement - UK & Channel Islands (Issued in the last 12 months)
- Utility Bill UK – Not Mobile Telephone (Issued in the last 3 months)
- Benefit Statement UK - e.g. Child Allowance, Pension (Issued in the last 3 months)
- A document from Central/Local Government/Government Agency/ Local Authority giving entitlement UK & Channel Islands e.g. from the Department for Work and Pensions, the Employment Service, HMRC (issued in the last 3 months)
- EEA National ID Card – Must still be valid
- Irish Passport Card – Cannot be used with an Irish passport
- Cards carrying the PASS accreditation logo UK, Isle of Man and Channel Islands – Must still be valid

#### **Applicants who aren't a national of the UK**

An applicant who isn't a UK national must be able to show

- One primary document
- Two supporting documents

If an applicant is unable to provide this documentation they can't submit a DBS check. This is because the right to work in the UK can't be established. They can't use any other route.