

DBS - NEW LIST OF VALID IDENTITY DOCUMENTS

Notes for the **Evidence Checker**: You must only accept valid, current and original documentation; You must not accept photocopies; You must not accept documentation printed from the internet; At least one document must show applicant's current address and date of birth.

GROUP 1 - PRIMARY TRUSTED IDENTITY DOCUMENTS

x	Document	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
	Birth certificate – issued at time of birth	UK and Channel Islands – including those issued by UK authorities overseas, eg embassies, High Commissions and HM Forces
	Adoption certificate	UK and Channel Islands

GROUP 2A - TRUSTED GOVERNMENT/STATE ISSUED DOCUMENTS

x	Document	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 and Channel Islands
	Marriage/civil partnership certificate	UK and Channel Islands
	HM Forces ID card	UK
	Firearms licence	UK, Channel Islands and Isle of Man

GROUP 2B - FINANCIAL/SOCIAL HISTORY DOCUMENTS

x	Document	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 account opening confirmation letter	UK	Issued in last 3 months
	Credit card statement	UK or EEA	Issued in last 3 months
	Financial statement, e.g. 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
	Work permit or visa	UK	Valid up to expiry date
	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, e.g. Child Benefit, Pension	UK	Issued in last 3 months
	Central or local government, government agency, or local council document giving entitlement, e.g. from the Department for Work and Pensions, the Employment Service, HMRC	UK and Channel Islands	Issued in last 3 months
	EU National ID card		Must still be valid
	Cards carrying the PASS accreditation logo	UK 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

NAME:

SCHOOL:



ENHANCING DBS IDENTITY CHECKING

All applicants must initially be considered for route one

ROUTE ONE: CAN APPLICANT PRODUCE ANY DOCUMENT FROM GROUP 1?

Yes

3 documents to be seen:
One from Group 1 **PLUS**
Any two others from Groups 1, 2a or 2b
(one of which must verify their current address)

Document check complete

No

Proceed to route two or three

Route 1

Note – European Economic Area Nationals (EEA) - (Non-UK): Where an EEA National has been resident in the UK for five years or less, the Registered Body should validate identity via route one through the checking of a current passport or current UK driving licence (photo card only) plus 2 further documents.
Note – all non-EEA Nationals should be validated via **route one only**.

Extra charge to undertake the external validation

ROUTE TWO: CAN APPLICANT PRODUCE ANY DOCUMENT FROM GROUP 2?

Yes

3 documents from group 2 comprising of:
One from Group 2a **PLUS**
Two further from Groups 2a or 2b
(one of which must verify their current address)

External ID validation check

No

You must have exhausted **Route One** and should have endeavoured to have accessed an external validation check (Route two) before you consider processing them via Route three. If the applicant cannot meet the requirements of Route one and two, you should have had a probing discussion with them to establish why they could not meet these requirements and whether there has been a recent or previous change or name that has not been declared.

Route 2

An external validation check is an alternative way of verifying the identity of an applicant. It will involve providing an applicant's details to external supplier, who will compare the data you have obtained from the applicant against a range of independent, external data sources. There is an additional cost for this process.

ROUTE THREE: CAN APPLICANT PRODUCE A CERTIFIED COPY OF A UK BIRTH CERTIFICATE?

Yes

5 documents to be seen:
Applicant to produce a certified UK birth certificate **PLUS** 1 further document from Group 2a **PLUS** 3 further from Groups 2a or 2b
(one of which must verify their current address)

Document check complete

No

- Inform applicant of service provided by General Register Office
- Applicant obtains a certified copy of their UK birth certificate?

Yes

No

Fingerprinting

Route 3

If you can't establish an applicant's identity in accordance with DBS ID guidelines then you should contact Schools HR. Applicants who are unable to provide the required documents will be asked to give their consent to have their fingerprints taken in line with the current procedure. Applicant should be aware that this will require their attendance at a Police Station at an appointed time, and may add delay to the overall application process.