

Evidence of Identity - Guidance

ID Checking Process

ID Verification plays a vital role in the provision of the DBS check. To perform ID Verification to the required standard, verifiers must:

- Check and validate the information provided by the candidate on the application form; and
- Establish the true identity of the candidate through the examination of a range of documents as set out in this guidance; and
- Ensure that the candidate provides details of all names by which they have been known and all addresses where they have lived in the last 5 years; and
- Ensure the application form is fully completed and the information it contains is accurate.

FAILURE TO DO THIS MAY COMPROMISE THE INTEGRITY OF THE DISCLOSURE SERVICE.

Please note that:

- Only **valid, current and original** documentation can be accepted. Photocopies provided by the candidate are not acceptable.
- Documentation printed from the internet (e.g. internet bank statements) cannot be accepted.
- Identity information for the candidate's name, date of birth and address recorded on the DBS application form must be validated
- Where possible, the candidate should produce photographic identity documents (e.g. passport, photocard driving licence, etc.) and this must be compared against the candidate's likeness
- All documents must be in the candidate's current name
 - The candidate must be asked to declare all previous change of name, and provide documentary proof to support the change of name. If the candidate is unable to provide proof to support the change of name, a probing discussion should be held with the candidate about the reasons why before validating their identity.
- At least one document must confirm the candidate's date of birth
- At least one document must confirm the candidate's current address.
- The candidate must provide a full and continuous address history covering the last 5 years. Where possible you should seek documentation to confirm this address history
- The candidate's address history must be cross-matched with any other information that has been provided as part of the recruitment, such as their CV. This can highlight if an address has not been provided (e.g. if the candidate's CV shows that they have worked in Liverpool in the last 5 years but the application form only shows London addresses, the candidate should be questioned about this)
- A document from each of the groups should be included only once in the document counts (i.e. two bank statements as two of the required documents should not be accepted if they are from the same bank)
- The foreign equivalent of an identity document if that document is listed as '(UK)' on the list of valid identity documents should not be accepted.
- The same type of document must not be used more than once.

What documents need to be seen?

The candidate must provide original documents to prove their identity. The documents required depend on the route taken.

The candidate must try to provide documents from Route 1 first, and **at least one of the documents witnessed must show the candidate's current address in all cases.**

Route 1 (For all candidates except non-UK or EEA candidates applying for paid work)

The candidate must be able to show:

- 1 document from Group 1; and,
- 2 further documents from either Group 1, or Group 2a or 2b.

Non-UK or EEA candidates applying for voluntary work can only proceed via Route 1. In this case, if the candidate cannot provide the required documents they may need to be fingerprinted.

Route 2

Route 2 can only be used if it's impossible to process the application through Route 1. If the applicant is not a national of the UK or the EEA and is applying for voluntary work, they cannot use Route 2.

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

- 1 document from Group 2a; and,
- 2 further documents from Group 2a or 2b.

The organisation conducting the ID check must then also use an appropriate external ID validation service to check the application. EEA nationals who've been resident in the UK for 5 years or less may need to be fingerprinted if they cannot show these documents.

Route 3

Route 3 can only be used if it is impossible to process the application via Route 1 or 2. **EEA nationals who've been resident of the UK for 5 years or less cannot use Route 3.**

The candidate must be able to show:

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

If the candidate can't provide these documents they may need to be fingerprinted, **which is likely to cause delay to the DBS application process.**

Non-UK or EEA candidates applying for paid work

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

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

The combination of documents presented must confirm the candidate's name, address and date of birth.

Evidence of Identity – England and Wales (DBS Standard and Enhanced)

Please tick all documents witnessed. Some types of documents can be accepted more than once, e.g. two bank statements from different banks. These documents have two checkboxes next to them so they can be selected from the list twice.		
Group 1: Primary identity documents		
<input type="checkbox"/>	Passport: Any current and valid passport	
<input type="checkbox"/>	Current biometric residence permit (UK)	
<input type="checkbox"/>	Current driving licence photocard – full or provisional (UK, Isle of Man, Channel islands and EEA)	
<input type="checkbox"/>	Birth certificate – issued within 12 months of birth (UK, Isle of Man and Channel Islands – including those issued by UK authorities overseas, e.g. embassies, High Commissions and HM Forces)	
<input type="checkbox"/>	Adoption Certificate (UK and Channel Islands)	
Group 1a: Primary identity documents for Non-EEA National Workers		
<input type="checkbox"/>	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 (UK)	
<input type="checkbox"/>	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 (UK)	
<input type="checkbox"/>	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 (Any current and valid passport)	
<input type="checkbox"/>	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 (Any current and valid passport)	
<input type="checkbox"/>	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 (UK)	
<input type="checkbox"/>	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 (UK)	
Applicants providing one of the following documents must also provide a current valid Passport		
<input type="checkbox"/>	A current Residence Card (including an Accession Residence Card or a Derivative Residence Card) 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 (UK)	
<input type="checkbox"/>	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 (UK)	
<input type="checkbox"/>	A current Immigration Status Document issued by the Home Office to the holder with an endorsement indication that the named person is allowed to stay indefinitely in the UK or has no time limit in 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 (UK)	
Group 2a: Trusted government documents		
<input type="checkbox"/>	Current driving licence photocard – full or provisional (All countries outside the EEA, excluding Isle of Man and Channel Islands)	
<input type="checkbox"/>	Current driving licence paper version (if issued before 1998) – full or provisional (UK, Isle of Man, Channel islands and EEA)	
<input type="checkbox"/>	Birth certificate – issued after time of birth (UK, Isle of Man and Channel Islands)	
<input type="checkbox"/>	Marriage/civil partnership certificate (UK and Channel Islands)	
<input type="checkbox"/>	HM Forces ID card (UK)	
<input type="checkbox"/>	Firearms licence (UK, Channel Islands and Isle of Man)	
<input type="checkbox"/>	Non EEA Immigration Document/Visa/Work permit (Valid only for roles whereby the applicant is living and working outside of the UK. Visa/permit must relate to the non EEA country in which the role is based)	
Group 2b: Financial and social history documents		
<input type="checkbox"/>	<input type="checkbox"/> Mortgage statement (UK or EEA)	Issued in the last 12 months
<input type="checkbox"/>	<input type="checkbox"/> Bank or building society statement (UK and Channel Islands or EEA)	Issued in the last 3 months
<input type="checkbox"/>	<input type="checkbox"/> Bank or building society account opening confirmation letter (UK)	Issued in the last 3 months
<input type="checkbox"/>	<input type="checkbox"/> Credit card statement (UK or EEA)	Issued in the last 3 months
<input type="checkbox"/>	<input type="checkbox"/> Financial statement, eg pension or endowment (UK)	Issued in the last 12 months
<input type="checkbox"/>	<input type="checkbox"/> P45 or P60 statement (UK and Channel Islands)	Issued in the last 12 months
<input type="checkbox"/>	<input type="checkbox"/> Council Tax statement (UK and Channel Islands)	Issued in the last 12 months
<input type="checkbox"/>	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
<input type="checkbox"/>	<input type="checkbox"/> Utility bill – not mobile phone bill (UK)	Issued in the last 3 months
<input type="checkbox"/>	<input type="checkbox"/> Benefit statement, eg Child Benefit, Pension (UK)	Issued in the last 3 months
<input type="checkbox"/>	<input type="checkbox"/> Central or local government, government agency, or local council document giving entitlement, eg from the Department for Work and Pensions, the Employment Service, HMRC (UK and Channel Islands)	Issued in the last 3 months
<input type="checkbox"/>	<input type="checkbox"/> EEA National ID card	Must still be valid
<input type="checkbox"/>	<input type="checkbox"/> Cards carrying the PASS accreditation logo (UK, Isle of Man and Channel Islands)	Must still be valid
<input type="checkbox"/>	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
<input type="checkbox"/>	Non EEA Bank or building society statement. Issued in the last 3 months – the branch must be located in the country in which the applicant lives and works.	