A4. DBS Application – Identity Documents Guidance

This guidance explains the documentation that is required in order to apply for a DBS Check.

Please ensure that you bring original copies of the appropriate ID documents to your line/recruiting manager or social worker along with your completed DBS application form. They will then complete the enclosed Proof of Identity Checklist before sending the checklist and your application form to the Service Centre. **Photocopies of all documents verified including proof of name changes must be sent with your application. Do not send any original documents to the Service Centre.**

In order to comply with legal requirements please ensure:

* **All** documents verified are to be **originals** – photocopies or internet account downloads are not accepted. **A minimum of three documents must be produced.**
* **All** documents show your current name (marriage certificate exempt).
* At least **one** document confirms your current address and
* At least **one** document confirms your date of birth.
* Documents with photographic identity should be included.

**Route 1**

The applicant must be able to show:

* **one** document from Group 1, below
* **two** further documents from either Group 1, or Group 2a, or 2b, below
* At least one of the documents must show the applicant’s current address.

If the applicant isn’t a national of the UK and is applying for voluntary work, they may need to be fingerprinted if they can’t show these documents.

**Route 2**

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

If the applicant isn’t a national of the UK and is applying for voluntary work they can’t use Route 2.

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 of the documents must show the applicant’s current address.

**Route 3**

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
* **three** 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**

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| **Document** | **Notes** |
| Passport | Any current and valid passport |
| Biometric residence permit | UK |
| Current driving licence photocard - (full or provisional) | 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 | 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: Trusted government documents**

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| **Document** | **Notes** |
| Current driving licence photocard - (full or provisional) | All countries outside the UK (excluding Isle of Man and Channel Islands) |
| Current driving licence (full or provisional) - paper version (if issued before 1998) | UK, Isle of Man, and Channel Islands |
| Birth certificate - issued 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 | UK |
| Firearms licence | UK, Channel Islands and Isle of Man |

**Group 2b: Financial and social history documents**

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| **Document** | **Notes** | **Issue date and validity** |
| Mortgage statement | UK | Issued in last 12 months |
| Bank or building society statement | UK and Channel Islands | Issued in last 3 months |
| Bank or building society statement | Countries outside the UK | Issued in last 3 months - branch must be in the country where the applicant lives and works |
| Bank or building society account opening confirmation letter | UK | Issued in last 3 months |
| Credit card statement | UK | 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 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 |
| 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 |

**Applicants who aren’t a national of the UK**

An applicant who wants to do paid work and isn’t a national of the UK must be able to show:

* **one** primary document (listed below)
* **two** supporting documents (two documents from any of the groups 1, 2a or 2b listed above)

At least one of the documents from either the primary or supporting documents lists must show the applicant’s current address.

**Primary 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.

Applicants for voluntary work who aren’t UK nationals must use Route 1.

Non-UK nationals who are eligible for a DBS check and receiving payment for work, even if it is an allowance, for example a foster carer, must use the paid work route.

**Please note that Biometric Residence Permits and Biometric Residence Cards are no longer able to prove right to work. A share code will need to be obtained from the Home Office at** [**http://www.gov.uk/prove-right-to-work**](http://www.gov.uk/prove-right-to-work). **This will need to be sent in with your application.**

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| A current passport or passport card showing that the holder is a national of the Republic 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. |

Further information about DBS ID checking guidelines can be found here: <https://www.gov.uk/government/publications/dbs-identity-checking-guidelines/id-checking-guidelines-for-standardenhanced-dbs-check-applications-from-1-july-2021>

Note: A collection of the Disclosure and Barring Service's (DBS) Privacy Policies in compliance with the General Data Protection Regulation (GDPR) can be found on their website. <https://www.gov.uk/government/publications/dbs-privacy-policies>