

Document checklist to support online DBS ID Verification

Applicant Name:	Evidence checked by:	
NI Number:	Signature:	Date:

Route One ID verification process: **Please only accept valid, current and original documents, do not accept photocopies.**
 The applicant must produce at least 3 documents: 1 document from Group 1 and 2 further documents from Groups 1, 2a or 2b; one of which must verify their current address.
 If the applicant has satisfied this route then the ID Verification is complete. If the applicant cannot produce a Group 1 document please follow the guidance on how to complete Routes 2 or 3 overleaf.

(√) **Group 1**

Any current and valid passport	NUMBER		DATE OF ISSUE		
	NATIONALITY		DATE OF BIRTH		
Current Driving Licence Photo card (UK/Isle of Man/Channel Islands and EU only) (Full or provisional)	NUMBER		VALID FROM		DATE OF BIRTH
UK Birth Certificate– (issued at time of birth - Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces	DATE OF BIRTH		DATE OF ISSUE		
UK Valid Biometric Residence Permit					
UK and Channel islands Adoption certificate					

(√) **Group 2a**

Current Driving Licence Photo card (All other countries)
Birth Certificate (UK and Channel Islands) - (issued after time of birth)
Marriage/Civil Partnership Certificate (UK and Channel Islands)

Current old style Paper Driving Licence (UK/Isle Of Man/Channel Islands and EU only)
HM Forces ID Card (UK)
Fire Arms Licence (UK and Channel Islands)

(√) **Group 2b**

Mortgage Statement (UK or EEA) (issued within past 12 months)
Bank/Building Society Statement (UK or EEA) (issued within past 3 months)
Bank/Building Society Account Opening Confirmation Letter (UK)
Credit Card Statement (UK or EEA) (issued within past 3 months)
Financial Statement - e.g. pension, endowment, ISA (UK) (issued within past 12 months)
P45/P60 Statement (UK & Channel Islands) (issued within past 12 months)
Council Tax Statement (UK & Channel Islands) (issued within past 12 months)
Benefit Statement - e.g. Child Allowance, Pension (issued within past 3 months)
Letter of Sponsorship from future employment provider (Non-UK/Non-EEA only – valid only for applicants residing outside of the UK at time of application)

Utility Bill (UK) – Not Mobile Telephone (issued within past 3 months)
Work Permit/Visa (UK) (UK Residence Permit) (valid until expiry date)
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 , Customs & Revenue, Job Centre, Job Centre Plus, Social Security (issued within past 3 months)
EU National ID Card
Cards carrying the PASS accreditation logo (UK and Channel Islands)
Letter from Head Teacher or College Principal (16/19 year olds in full time education - only used in exceptional circumstances when all other documents have been exhausted)

All documents must be in the applicant's current name unless supported by a marriage or civil partnership certificate

If the applicant does not have a Group 1 document then Route 2 will have to be followed:

Route Two

The applicant must produce:

- 3 documents from Group 2 comprising of;
 - 1 document from Group 2a; and
 - 2 further documents from Group 2a or 2b; one of which must verify their current address.
- and
- The organisation conducting the ID check will then need to ensure an appropriate external ID validation service is used to check the applicant against their records to establish the applicant's name and living history footprint.

PLEASE NOTE: Contact the Safer Recruitment Service for information on how to complete an external ID Validation check.

If you have endeavoured to use Route Two, but have been unable to validate the applicant's identity successfully, you may consider proceeding to Route Three.

Please be advised that Route Three should only be used in circumstances once you have fully explored with the applicant why their identity has not been successfully validated via Routes One or Two.

Route Three

For Route Three, the applicant must produce:

- Birth certificate (UK and Channel Islands) – (issued after the time of birth by the General Register Office/relevant authority i.e. Registrars – Photocopies are not acceptable) and
- 4 further documents from Group 2 comprising of:

1 document from Group 2a; and

3 further documents from Group 2a or 2b; one of which must verify their current address.

If the applicant fails to produce the required document set to comply with Route Three, they will be asked to provide their fingerprints, which the DBS will arrange to be taken by the Police, at a local Police Station. Please note that in these circumstances a paper application will be required and this will cause a delay to the DBS application process and subsequently to your recruitment processes.

For further help please see the 'Step by step guide on carrying out an online ID Validation', the 'FAQ document' and the FAQ option from the ID Verifier panel when logged into your ID Verifier account. Alternatively contact the Safer Recruitment Service at disclose@devon.gov.uk or telephone 01392 383266/381033.