**Identity Verification Form DBS 3c Guidance Notes**

**The applicant must provide documents from Route 1 first if they have them**

**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

**The combination of documents presented must confirm the applicant’s name and date of birth.**

**Route 2**

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

**The organisation conducting the ID check must then also use an appropriate external ID verification service to check the application.**

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

**The combination of documents presented must confirm the applicant’s name and date of birth.**

**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 more than 12 months 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

The combination of documents presented must confirm the applicant’s name and date of birth.

If the applicant can’t provide these documents, they may need to be fingerprinted.

**Fingerprinting:** This can only be done using a DBS (Disclosure & Barring Service) Paper Application and not via an Electronic DBS Application. ***NO must be selected at question W59 on the purple form by the ID Verifier.*** The DBS will send a letter requesting applicants attend a fingerprinting appointment at their local police station.

***ID verification can be done via live video link. However, it is important to note that the person carrying out the identity check must be in physical possession of the original documents.***

***Use a document type only once in the document count.***

***Documents printed from the internet are not acceptable***

***You must ensure that the applicant declares all previous name changes (e.g. following marriage) and provides documentary proof to support the change of name. A passport or driving licence issued after the name change will suffice as evidence.***

# Group 1: Primary identity documents

* **Passport - Any current and valid passport.** A UK passport can be expired up to a maximum of 6 months.
* **e-Visa** Accessed via the ‘View and Prove’ service.The share code requested by the applicant should be an ‘immigration status’ share code. If you do not have a UKVI account to access your e-Visa you cancreate you can createone online([Get access to your online immigration status (eVisa) - GOV.UK](https://www.gov.uk/get-access-evisa)**)**
* **Biometric residence permit –** UK. A BRP showing Indefinite Leave to Remain, Indefinite Leave to Enter or No Time Limit can be used up to 18 months past the expiry date of the BRP.  BRP holders should be encouraged to create an account and access their e-Visa
* **Application Registration Card (ARC) Issued by the Home Office**. Must be checked against the [Home Office Employer Checking Service](https://www.gov.uk/employee-immigration-employment-status).
* **Current driving licence photocard** - **(full or provisional)** Current andvalidphotocard driving licenceissued by 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
* **Original 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. Must be original birth certificate. Certified copies are a group 2a document.
* **Adoption certificate -** UK and Channel Islands

# Group 2a: Trusted government documents

* **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 March 2000)** -UK, Isle of Man, Channel Islands. For a paper licence to be valid it must be issued before March 2000 and all information, including name and address, must be up to date.
* **Birth certificate** **– certified copy issued more than 12 months 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 living and working outside of the UK. Visa/permit must relate to the non- UK country in which the role is based1
* **HM Forces ID card or HM Armed Forces Veteran card** - UK
* **Firearms licence** - UK, Isle of Man and Channel Islands

# Group 2b: Financial and social history documents

* **Mortgage statement** UK - Issued in last 12 months
* **Bank or building society statement** UK and Channel Islands - Issued in last 3 months. A print off of a bank statement that is endorsed with a stamp and signed by the bank is acceptable if you cannot have hard copy bank statements posted to you.
* **Bank or building society account opening confirmation letter UK** - Issued in last 3 months
* **Bank or building society statement** - **countries outside the UK-** Issued inlast 3 months – branch must be in the country where the applicant lives and works2
* **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. Original only. Cannot be online document or printed from online account/PDF
* **Council Tax statement** UK and Channel Islands - Issued in last 12 months
* **Letter of sponsorship from future UK employment provider** Valid only for applicants residing outside of the UK at time of application – Must still be valid
* **Utility Bill** UK - electricity, gas, water, telephone **not mobile telephone bill** - Issued in last 3 months. Cannot be printed from an online account.
* **Benefit statement**, for example Child Benefit, Pension - UK - Issued in last 12 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, Local Authority - UK and Channel Islands - a letter confirming entitlement to benefits. For example: Personal Independence Payment (PIP), free school meals, universal credit, asylum support etc - Issued in last 12 months
* **HMRC self-assessment letters or tax demand letter** –Issued in the last 12 months
* **European Health Insurance Card (EHIC) or Global Health Insurance Card (GHIC)** – must still be valid
* **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. Digital PASS cards are acceptable where they have been issued by an approved digital PASS provider and the QR code has been used to confirm details. – must still be valid
* **Letter from head teacher or college principal, apprenticeship provider UK** - for 16 to 19-year-olds in full time education - only used in exceptional circumstances if other documents cannot be provided – Issued in the last month

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 This relates to where the appointment decision is being made in the UK

2 This relates to where the appointment decision is being made in the UK