



Disclosure and Barring Service (DBS) Identity Document Guidelines

You must provide identity documents to support your application. There are three routes available to you:-

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

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.

Continuation sheets

The applicant can download a [DBS continuation sheet](#) for additional information they can't fit on the DBS application form.

Unusual addresses

The applicant must make sure they fill in the address part of the form correctly if they have an [unusual address](#), for example if they live abroad, in student accommodation or a hostel.

Group 1: Primary identity documents

<u>Document</u>	<u>Notes</u>
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 of birth 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

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, Isle of Man, and Channel Islands

All driving licences must be [valid](#).

Group 2b: Financial and social history documents

Documents

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
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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
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Utility bill	UK - not mobile telephone bill	Issued in last 3 months
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Benefit statement, for example Child Benefit, pension	UK	Issued in last 3 months
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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
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EEA National ID card		Must still be valid
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Irish Passport Card	Cannot be used with an Irish passport	Must still be valid
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Cards carrying the PASS accreditation logo	UK, Isle of Man, and Channel Islands	Must still be valid
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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
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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
- two supporting 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.

However, Route 1 can be used by adult household members:

- in a fostering household
- in a child-minding household
- in a host family
- living where 'work with children' takes place, for example, living in a boarding school

Documents for non-UK nationals doing paid work

The documents must be originals, not copies.

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

The primary document list contains the range of documents you may accept for a person who has a permanent or temporary right to work in the UK. More detailed information about how to check an individual's right to work can be found [here](#).

Primary Documents

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

Supporting documents

The applicant must be able to show two documents from any of these groups.

Group 1

<u>Document</u>	<u>Notes</u>
Passport	Any current and valid passport
Biometric residence permit	UK

Current driving licence photocard - (full or provisional) UK, Isle of Man, and Channel Islands

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

Adoption certificate UK and Channel Islands

A passport or biometric residence permit can only be used as a supporting document if it's not already been used as a primary document.

Group 2a

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 (for applicants living and working outside the UK) Issued by the country where the role is based

HM Forces ID card UK

Firearms licence UK, Isle of Man, and Channel Islands

All driving licences must be [valid](#).

Group 2b

<u>Documents</u>	<u>Notes</u>	<u>Issue date and validity</u>
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 (for applicants living and working outside the UK)	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

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