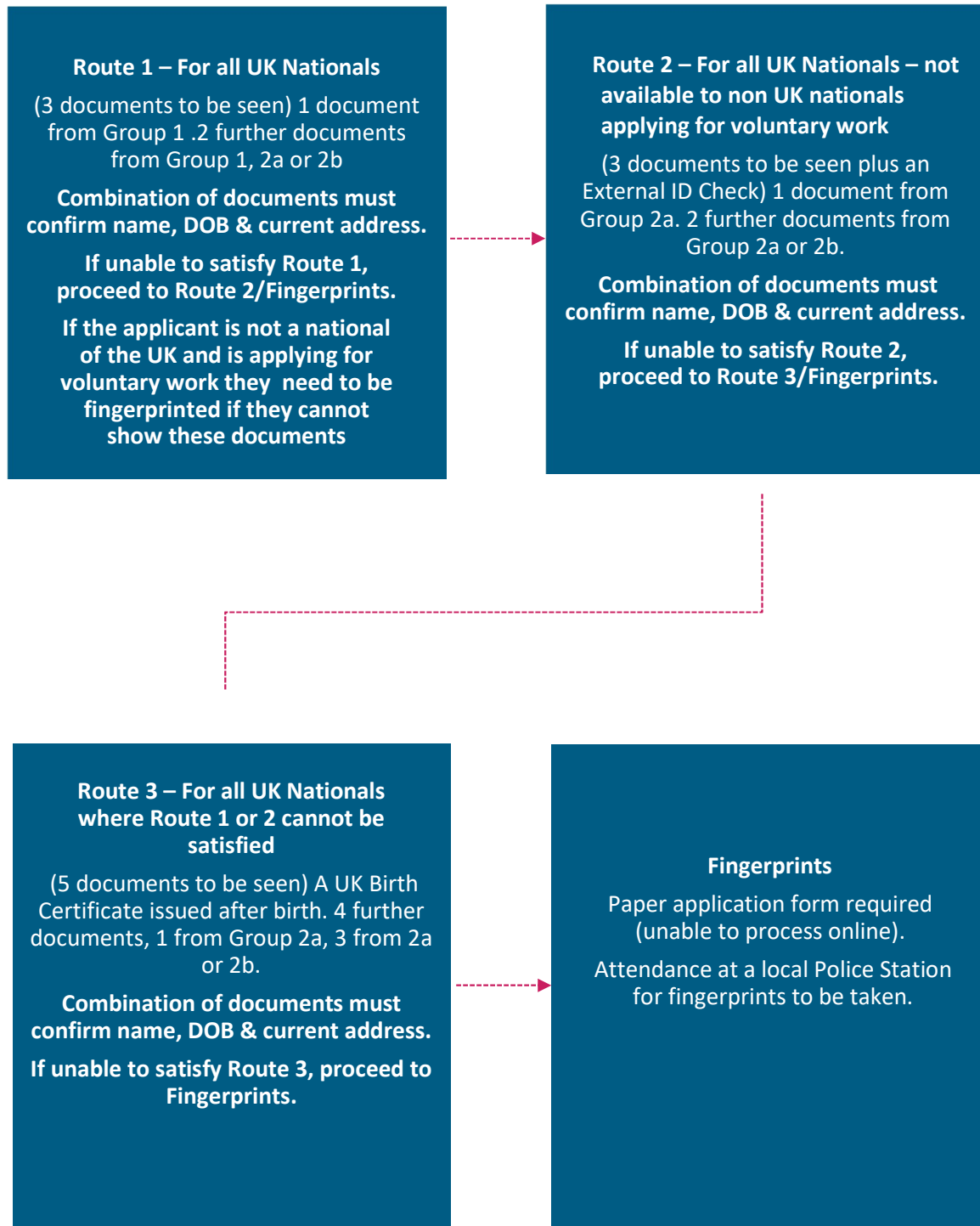


## DBS Standard and Enhanced Checks

### List of Acceptable Identification



**For non UK Nationals doing paid work**

(3 documents to be seen) 1 Primary Document 2 Supporting Documents from Group 1, 2a or 2b.

**Combination of documents must confirm name, DOB & current address.**

**If unable to satisfy this route, DBS check cannot be submitted.**

## DBS Basic Checks

### List of Acceptable Identification

**Route 1 – For all applicants except non-UK national applicants needing a DBS check for paid work in the UK (2 documents to be seen)**

1 document from Group 1.

1 further document from Group 1, 2a or 2b

**Combination of documents must confirm name, DOB & current address.**

**If this can't be achieved within 2 documents a third can be selected.**

**If unable to satisfy Route 1, proceed to Route 2.**

**Route 1a – For non-UK national applicants needs a DBS check for paid work in the UK**

(2 documents to be seen)

1 document from Primary Documents

1 further document from Group 1, 2a or 2b

**Combination of documents must confirm name, DOB & current address.**

**If this can't be achieved within 2 documents a third can be selected.**

**If unable to satisfy Route 1a, basic check cannot be submitted. This is because the right to work in the UK can't be established**

**Route 2 – For all applicants except non-UK national applicants needing a DBS check for paid work in the UK**

(3 documents to be seen)

If the applicant does not have any of the documents in Group 1, they must be able to show

1 document from Group 2a.

2 further documents from Group 2a or 2b.

**Combination of documents must confirm name, DOB & current address.**

**If unable to satisfy Route 2, basic check cannot be submitted.**

## List of Acceptable Identification

### Group 1 – Primary Identity Documents

- Current valid Passport
- Biometric Residence Permit (UK)
- Current Driving Licence – photo card (UK / Isle of Man / Channel Islands (Full or provisional)
- Adoption Certificate (UK / Channel Islands)
- Birth Certificate (UK / Isle of Man / Channel Islands (Issued within 12 months of birth)  
*Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions & HM Forces.  
(Photocopies are not acceptable)*

### Paid Non-UK Nationals Primary Documents

- A **current** passport or passport card showing that the holder is a national of Ireland.
- Online evidence of immigration status, (either via the View and Prove service or using the online right to work check 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.
- 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** 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 (known as the EU Settlement Scheme) on or before 30 June 2021 **together with** a Positive Verification Notice from the Home Office Employer Checking Service.
- A Certificate of Application (digital or non-digital) 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 (known as the EU Settlement Scheme), on or after 1 July 2021, together with a Positive Verification Notice from the Home Office Employer Checking Service.
- A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey, or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted or made an application for leave to enter or remain under Appendix EU(J) to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
- 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.

## List of Acceptable Identification

Group 2a	Group 2b
<ul style="list-style-type: none"> <li>• <b>Current Driving Licence</b> – photo card only (All Countries except Group 1) <i>(Full or Provisional)</i></li> <li>• <b>Current Driving Licence</b> – paper version (UK / Isle of Man / Channel Islands 9if issued before 1998) <i>(Full or Provisional)</i></li> <li>• <b>Birth Certificate</b> – (UK / Isle of Man / Channel Islands) (Issued after the time of birth)</li> <li>• <b>Marriage / Civil Partnership Certificate</b> (UK / Channel Islands)</li> <li>• <b>HM Forces ID Card</b> (UK)</li> <li>• <b>Firearms Licence</b> (UK / Isle of Man / Channel Islands)</li> </ul>	<ul style="list-style-type: none"> <li>• Mortgage Statement (UK) **</li> <li>• Bank / Building Society Statement (UK, Channel Islands) <b>* (Online Statements are not acceptable)</b></li> <li>• Bank/Building Society Account Opening Confirmation Letter (UK) *</li> <li>• Credit Card Statement (UK) * <b>(Online Statements are not acceptable)</b></li> <li>• Financial Statement e.g. pension, endowment, ISA (UK) **</li> <li>• P45 / P60 Statement (UK / Channel Islands) **</li> <li>• Council Tax Statement (UK / Channel Islands) **</li> <li>• Utility Bill (UK) - Not Mobile Phone * <b>(Online Statements are not acceptable)</b></li> <li>• Benefit Statement (UK) e.g. Child Allowance, Pension *</li> <li>• Document from Central / Local Government / Government Agency / Local Authority (UK / Channel Islands) * <i>e.g. DWP, Employment Service, HMRC, Job Centre, Social Security</i></li> <li>• EEA National ID Card – must be valid</li> <li>• Cards carrying the PASS accreditation logo (UK / Isle of Man / Channel Islands) – must be valid</li> <li>• Irish Passport Card – must be valid (Cannot be used with an Irish Passport)</li> <li>• Letter from Head Teacher or College Principal (16 – 19 year olds in full time education in the UK. Only used in exceptional circumstances if other documents cannot be provided)</li> <li>• Non-UK Bank / Building Society Statement * <ul style="list-style-type: none"> <li>• Valid only for roles where applicant is living and working outside of UK – Branch must be located in the country in which the applicant lives and works</li> </ul> </li> <li>• Letter of Sponsorship from future employer <ul style="list-style-type: none"> <li>• Non-UK only. <i>valid only for applicants residing outside UK at time of application</i></li> </ul> </li> </ul>

**Please note if a document in the List of Valid Identity Documents is:**

- Denoted with \* - issued in the last 3 months
- Denoted with \*\* - issued in the last 12 months