

# Confirming Your Identity – Applicants who are a national of the UK

As a Responsible Organisation, the below guide explains the relevant documentation we are required to check to verify your identity regarding your enhanced DBS application for UK nationals and non-UK nationals. The documents required will depend on the route the application takes. Documents in a previous name can be accepted only where the candidate can provide documentation supporting a recent change.

## Which documents do you need to provide?

Route 1	Route 2	Route 3
<p>You must try to provide documents from Route 1 first, this includes:</p> <ul style="list-style-type: none"> <li>one document from Group 1, below</li> <li>two further documents from either Group 1, or Group 2a or 2b, below</li> </ul> <p><b>Applicants for voluntary work who aren't UK nationals must use Route 1.</b></p> <p><b>At least one of the documents must show your current address.</b></p>	<p>Route 2 can only be used if it's impossible to process the application through Route 1.</p> <p>If you are not a national of the UK and are applying for voluntary work, you cannot use Route 2.</p> <p>If you do not have any of the documents in Group 1, then you must be able to show:</p> <ul style="list-style-type: none"> <li>one document from Group 2a</li> <li>two further documents from either Group 2a or 2b</li> </ul> <p><b>At least one of the documents must show your current address.</b></p>	<p>Route 3 can only be used if it's impossible to process the application through Routes 1 or 2.</p> <p>For Route 3, you must be able to show:</p> <ul style="list-style-type: none"> <li>a birth certificate issued after the time of birth (UK, Isle of Man and Channel Islands)</li> <li>one document from Group 2a</li> <li>three further documents from Group 2a or 2b</li> </ul> <p><b>At least one of the documents must show your current address.</b></p>

## List of Valid Identity Documents

Group 1: Primary Identity Documents	Group 2a: Trusted Government Documents	Group 2b: Financial and social history documents
<ul style="list-style-type: none"> <li>Passport – Any current valid passport</li> <li>UK Biometric Residence Permit</li> <li>Current Driving License Photocard (full or provisional) - UK, Isle of Man, and Channel Islands</li> <li>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</li> <li>Adoption Certificate – UK and Channel Islands</li> </ul>	<ul style="list-style-type: none"> <li>Current Driving Licence Photocard (full or provisional) - All countries outside the EU (excluding Isle of Man and Channel Islands)</li> <li>Current Driving Licence (full or provisional) paper version (if issued before 1998) - UK, Isle of Man and Channel Islands</li> <li>Birth Certificate (issued after time of birth) - UK, Isle of Man and Channel Islands</li> <li>Marriage/Civil Partnership Certificate - UK and Channel Islands</li> <li>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 the UK. Visa/permit must relate to the non-UK country in which the role is based.</li> <li>UK HM Forces ID Card</li> <li>Firearms Licence - UK, Channel Islands, and Isle of Man</li> </ul> <p><b>All driving licences must be valid.</b></p>	<ul style="list-style-type: none"> <li>UK Mortgage Statement **</li> <li>Bank or Building Society Statement – UK and Channel Islands*</li> <li>Bank or Building Society Statement (branch must be in the country where the applicant lives and works) – Countries outside the UK*</li> <li>UK Bank or Building Society account opening confirmation letter*</li> <li>UK Credit Card Statement *</li> <li>UK Financial Statement, e.g., pension or endowment**</li> <li>P45 or P60 Statement - UK and Channel Islands**</li> <li>Council Tax Statement - UK and Channel Islands**</li> <li>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</li> <li>UK Utility Bill (not mobile telephone bill) *</li> <li>UK Benefit Statement e.g., Child Benefit, Pension*</li> <li>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*</li> <li>EEA National ID Card – must still be valid</li> <li>Irish Passport Card – cannot be used with an Irish passport – must still be valid</li> <li>Cards carrying PASS accreditation logo – UK, Isle of Man and Channel Islands – must still be valid</li> <li>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</li> </ul>

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

# Confirming Your Identity – Applicants who aren't a national of the UK

## Which Documents Do You Need to Provide?

You must be able to show:

- one primary document
- two supporting documents

If you are unable to provide this documentation a DBS check can't be submitted. This is because the right to work in the UK can't be established. You will not be able to use any other route.

At least one of the documents from either the primary or supporting documents lists **must** show your current address.

## List of Valid Identity Documents

### Primary Identity Documents

- 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 UK 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

### Group 1

- Passport – Any current and valid passport
- UK Biometric residence permit
- Current Driving License 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 is not already being used as a primary document.

### Group 2a

- Current Driving License Photocard (full or provisional) – all countries outside the UK excluding Isle of Man and Channel Islands
- Current Driving License (full or provisional) – paper version (if issued before 1998) – UK, Isle of Man, and Channel Islands
- Birth Certificate – Issued at 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
- UK HM Forces ID card
- Firearms License – UK, Isle of Man, and Channel Islands

All driving licenses **must** be valid

### Group 2b

- UK Mortgage Statement \*\*
- Bank or Building Society Statement – UK and Channel Islands\*
- Bank or Building Society Statement (branch must be in the country where the applicant lives and works) – Countries outside the UK\*
- UK Bank or Building Society account opening confirmation letter\*
- UK Credit Card Statement \*
- UK Financial Statement, e.g., pension or endowment\*\*
- P45 or P60 Statement - UK and Channel Islands\*\*
- Council Tax Statement - UK and Channel Islands\*\*
- 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
- UK Utility Bill (not mobile telephone bill)\*
- UK Benefit Statement e.g., Child Benefit, Pension\*
- 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\*
- EEA National ID Card – must still be valid
- Cards carrying PASS accreditation logo – UK, Isle of Man and Channel Islands – must still be valid
- Valid letter from head teacher or college principal - (UK - for 16- to 19-year-olds in full time education - only used in exceptional circumstances

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