

DBS ID Checking – April 2022

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.

Identity documents

GROUP 1 (Primary Identity documents)

- Passport – any current and valid passport
- Biometric Residence Permit - UK
- Current Licence – 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, Channel Islands - including those issued by UK authorities overseas e.g., Embassies, High Commissions and HM Forces.
- Adoption certificate – UK and Channel Islands

ORIGINAL DOCUMENTS MUST BE SUBMITTED TO SUPPORT YOUR APPLICATION

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 1998). UK/Isle of Man and Channel Islands.

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

- 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

Group 2b Financial & 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
- Bank or building society account opening confirmation letter – UK 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
- Credit card statement – UK issued in last 3 months
- Financial statement e.g., 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 & Channel Islands issued in last 12 months
- 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
- Letter of sponsorship from future employment provider – non-UK or non-EEA only – valid only for applicants residing outside of the UK at time of application – must still be valid
- Utility Bill – UK not mobile phone bill issued in last 3 months
- Benefit Statement e.g., Child Benefit or Pension – UK - issued in last 3 months
- Central or local government, government agency or local council document giving entitlement e.g., from the Department for Work and Pensions, the Employment Service, HMRC – UK and Channel Islands issued in last 3 months
- EU National ID Card – must still be valid
- Irish Passport Card – Cannot be issued with an Irish passport – Must still be valid
- Cards carrying the PASS accreditation logo - UK, Isle of Man, and Channel Islands – Must still be valid
- Letter from Headteacher or college principal – UK for 16 -19-year-olds in full time education. Only used in exceptional circumstances if other cannot be provided.

ORIGINAL DOCUMENTS MUST BE SUBMITTED TO SUPPORT YOUR APPLICATION