

Identity Verification Form DBS 3a Guidance Notes

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

Route 1: The applicant must be able to show one document from Group 1, two further documents from either Group 1, or Group 2a, or 2b. 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 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.

A document from each of the groups should be included only once in the document count you cannot use 2 passports from different countries, 2 utility bills, or 2 bank statements.

Online and Internet documents like bank statements, council tax and utility bills are NOT ACCEPTED by DBS you MUST supply POSTAL documents.

If you have any queries contact the safeguarding section on 0151 522 1043

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 a 'general' share code. If you do not have a UKVI account to access your eVisa you can create one online (Get access to your online immigration status (eVisa) - GOV.UK)
- **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 eVisa
- **Application Registration Card (ARC)** - Issued by the Home Office. Must be checked against the Home Office Employer Checking Service.
- **Current driving licence photocard** - (full or provisional) - UK, Isle of Man, 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

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, Channel Islands
- **Birth certificate - issued after 12 months of date 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** - UK
- **Firearms licence** - UK, Channel Islands, and Isle of Man

Group 2b: Financial and social history documents

- **Mortgage statement** UK - Issued in last 12 months **or**
- **Bank or building society statement opening confirmation letter** UK - Issued in last 3 months **or 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 works²
- **Credit card statement** UK - Issued in last 3 months **or 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
- **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
- **Utility Bill** UK - electricity, gas, water, telephone not mobile telephone bill - Issued in last 3 months **or Council Tax statement** UK and Channel Islands - Issued in last 12 months
- **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, HMRC UK and Channel Islands - Issued in last 12 months
- **HMRC self-assessment letters or tax demand letter** - UK Issued in last 12 months
- **European Health Insurance Card (EHIC) or Global Health Insurance Card (GHIC)** - UK. Must still be valid
- **EEA National ID card / Irish Passport Card** - cannot be used with an Irish Passport /Cards carrying the PASS accreditation logo UK, Isle of Man and Channel Islands
- **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 - **All must still be valid**