

Guidance Notes for the DBS Documentary Evidence Sheet

These notes are intended to be read by the person responsible for checking an applicant's ID. Further information is on the next page. The applicant should also read these notes so they know what documents to present to confirm their ID. To check an applicant's ID follow the three routes as outlined below:

UK National

Route One: Applicant must produce: 1 document from Group 1 **and** 2 further documents from Group 1, 2a or 2b; one of which must verify their current address.

Can they produce these documents?



Yes

No

Can the applicant provide a document from **Group 2A**?

Yes

No

Route Two: Applicant must produce: 3 documents from Group 2 comprising; 1 document from Group 2a; **and** 2 further documents from Group 2a or 2b; one of which must verify their current address.

Can they produce these documents?

Yes

No

Was the external check successful?

Yes

No

Have a probing discussion to establish why they cannot meet these requirements and whether there has been a recent or previous change of name that has not been declared.

Route Three: Applicant must produce: Birth certificate (UK and Channel Islands) – (issued after the time of birth by the General Register Office/relevant authority i.e. Registrars – Photocopies are not acceptable) **and** 4 further documents from Group 2 comprising of: 1 document from Group 2a; **and** 3 further documents from Group 2a or 2b; one of which must verify their current address.

Note: The applicant can obtain a certified copy of their birth certificate from the General Register Office website.

Can they produce these documents?

Yes

No



= You can verify the identity online

Non-UK National

All Non-UK Nationals must be validated via Route One (One A) **only**.

Yes *Is the applicant a Volunteer?* No

Are they an adult in a fostering or childminding household, a host family, or living where 'work with children' takes place e.g. living in boarding school?

Yes

No

Route One: Applicant must produce: 1 document from Group 1 **and** 2 further documents from Group 1, 2a or 2b; one of which must verify their current address.

Can they produce these documents?



Yes

No

Discuss why they do not have these documents.

Route One A: Applicant must produce: 1 document from Group 1a (Primary) **and** 2 further documents from Group 1, 2a or 2b; one of which must verify their current address.

Can they produce these documents?



Yes

No

Discuss why they do not have these documents.

You cannot continue with the online application. The Applicant **must be sent for fingerprinting by the Police** (see 'Further Information' on the next page)

Be aware: This is likely to cause delay to the DBS application process and to your recruitment process.

Further Information

What if I cannot establish the applicant's ID using one of the three routes?

If you cannot establish an applicant's identity in accordance with DBS ID guidelines then you cannot continue with an online application. The applicant must complete a paper application form and should mark **W59** with a **NO**.

Applicants who are unable to provide the required documents will then be asked to give their consent to have their fingerprints taken in line with the current procedure. You should be aware that this will require attendance by the applicant at a Police Station at an appointed time, and may add delay to the overall application process.

Please note that:

- You must only accept valid, current and original documentation.
- You must not accept photocopies.
- You must not accept documentation printed from the Internet e.g. Internet bank statements.
- Identity information for the applicant's name, date of birth and address recorded in Section A and Section B on the application form must be validated.
- You should, in the first instance, seek documents with photographic identity (e.g. passport, new style driving licence etc.) and compare this against the applicant's likeness.
- All documents must be in the applicant's current name as recorded in Section A.
- One document must confirm the applicant's date of birth as recorded in Section A.
- You must ensure that the applicant declares all previous changes of name, and provides documentary proof to support the change of name. **If the applicant is unable to provide proof to support the change of name, you should hold a probing discussion with the applicant about the reasons why before considering validating their identity.**
- You must see at least one document to confirm the applicant's current address as recorded in Section B.
- The applicant must provide a full and continuous address history covering the last five years. Where possible you should seek documentation to confirm this address history.
- You should cross-match the applicant's address history with any other information you have been provided with as part of the recruitment, such as their CV. This can highlight if an address has not been given e.g. if the applicant's CV shows that they have worked in Liverpool in the last five years but the application form only shows London addresses, you may wish to question the applicant further about this.
- A document from each of the groups should be included only once in the document count. For example, do not accept two bank statements as two of the required documents, if they are from the same bank.
- You should not accept the foreign equivalent of an identity document if that document is listed as '(UK)' on the list of valid identity documents.
- You must not attempt to amend the application form without the applicant's knowledge and agreement, as it will invalidate the declaration by the applicant and may breach Data Protection legislation.

Further information

Please refer to the DBS guidance (<https://www.gov.uk/government/organisations/disclosure-and-barring-service>) for advice regarding the validity of the documents you are checking. If you require any more help please email the DBS team at Hackney Education (hackneyeducation.dbs@hackney.gov.uk) or telephone us on 0208 820 7301.

DBS Documentary Evidence List

This is a reference sheet explaining the identity documents for each 'group'. The combination of documents required to verify an applicant's identity will vary depending on their nationality, the length of time they have lived in the UK and the documents they are able to provide:

Documents

This form must be completed by the person verifying identity:

Group 1 documents – Primary identity documents

Document	Document details
Current Valid Passport	Please enter details on the application form. Can only be used as a supporting document if it's not already been used as a primary document.
Biometric Residence Permit (UK)	Can only be used as a supporting document if it's not already been used as a primary document.
Current Driving Licence (UK, IoM, and Channel Islands) (Full or Provisional)	Current driving licence photo card (full or provisional). UK, Isle of Man, and Channel Islands.
Birth Certificate (UK, IoM & Channel Islands)	Issued within 12 months of the birth. Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces (photocopies are not acceptable).
Adoption Certificate (UK & Channel Islands)	

Group 2a documents – Trusted Government documents

Document	Document details
Current Valid Non-UK Photo Driving Licence	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 (UK, IoM & Channel Islands)	Old style paper version (if issued before 1998). Please enter details on the application form.
Birth Certificate (UK, IoM & Channel Islands)	Issued by the General Register Office/relevant authority (i.e. Registrars) after the time of birth (after 42 days). Photocopies are not acceptable.
Marriage/Civil Partnership Certificate (UK & 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)	
Fire Arms Licence (UK & Channel Islands & Isle of Man)	

Group 2b documents – Financial/social history documents

Document	Document details
Mortgage Statement (UK)**	Issued in last 12 months.
Bank/Building Society Statement (UK & 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/Building Society Account Opening Confirmation Letter (UK)*	Issued in last 3 months.
Credit Card Statement (UK)*	Issued in last 3 months.
Financial Statement (UK) **	For example, Pension or endowment. Issued in last 12 months.

Document	Document details
P45/P60 Statement (UK & 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.
Utility Bill (UK)*	Not mobile telephone. Issued in last 3 months.
Benefit Statement (UK)*	UK-only. For example Child Benefit, Pension. Issued in last 3 months.
Central or local government, government agency, or local council document giving entitlement (UK & Channel Islands) **	For example, from the Department for Work and Pensions, the Employment Service, HMRC. Issued in last 3 months.
Irish Passport Card	Cannot be used with an Irish passport. Must still be valid.
EEA National ID Card	Official government ID card issued by an EEA country (Please note that the UK does not currently issue ID cards). Must still be valid.
Cards carrying the PASS accreditation logo (UK, IoM & Channel Islands)	Must still be valid.

Group 2b documents – Exceptions

Document	Document details
Letter from a Headteacher or College Principal (UK) (this is only for 16/19-year-old applicants in full-time education.)	<p>Only to be used in exceptional circumstances. If routes One, Two or Three are not possible then a letter from the Headteacher or Principal can be submitted as a group 2b document only. Applicants can then use this to follow any of the routes One, Two or Three. If the applicant cannot supply the full amount of documentation needed to prove their identity then they must also go for fingerprints.</p> <p>The letter should verify the name and other relevant information required e.g. address or date of birth. Please enclose the letter with the form.</p>

* Documentation should be issued within the last 3 months. ** Issued within the last 12 months.

Group 1a (Primary) documents – For non-UK nationals doing paid work

Document	Document details
A current passport or passport card showing that the holder is a national of the Republic of Ireland.	
Permanent Residence Card	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.
Current Biometric Immigration Document (Biometric Residence Permit) (UK)	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 OR 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.
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.
Any current and valid endorsed 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. OR 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.

Document	Document details
Current Immigration Status Document containing a photograph (UK)	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 current residency document (UK)	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 (UK)	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.
Current Immigration Status Document containing a photograph (UK)	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.
Certificate of Application (UK)	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 (UK)	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.
Positive Verification Notice (UK)	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.

Verification (person checking the documents must read this section)

- I confirm all documents showed the correct name as provided on the application form.
 - I have checked that any photographic documents showed an accurate likeness.
 - I confirm that at least one document, or two if applicable, showed the applicant's address and that this matched the address provided on the application form.
 - I confirm that at least one document showed the applicant's date of birth and that this matched the date of birth shown on the application form.
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