**DBS ID Validation Requirements**

*(From 24th October 2017)*

An applicant who wants to do **paid work** and **isn’t a national of the UK or European Economic Area (EEA)** must go through Route 1 or Route 2 so therefore must be able to show:

* 1 primary document *\*see page 4*
* 2 supporting documents *\*see page 4*

If an applicant is unable to provide this documentation they can’t submit a DBS check. This is because the right to work in the UK can’t be established. They can’t use any other route.

Applicants applying for **voluntary work** who **aren’t UK or EEA nationals** must use Route 1. If the voluntary applicant can’t supply these documents they may need to be fingerprinted.

**Route 1**

You must be able to show:

* one document from Group 1
* 2 further documents from either Group 1, or Group 2a or 2b

At least one of the documents must show your current address.

**Route 2**

If you don’t have any of the documents in Group 1, then you must be able to show:

* one document from Group 2a
* 2 further documents from either Group 2a or 2b

At least one of the documents must show your current address. The organisation conducting their ID Check must then also use an appropriate external ID Validation service to check the application.

EEA nationals who’ve been resident in the UK for 5 years or less may need to be fingerprinted if they can’t show these documents.

**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
* 3 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.

**Group 1**

| **Document** | **Notes** |
| --- | --- |
| Passport | Any current and valid passport |
| Biometric residence permit | UK |
| Current driving licence photocard - (full or provisional) | UK, Isle of Man, Channel Islands and EEA |
| 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**

| **Document** | **Notes** |
| --- | --- |
| Current driving licence photocard - (full or provisional) | All countries outside the EEA (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 and EEA |
| Birth certificate - issued after time of birth | UK, Isle of Man and Channel Islands |
| Marriage or civil partnership certificate | UK and Channel Islands |
| Immigration document, visa or work permit | Issued by a country outside the EEA. Valid only for roles whereby the applicant is living and working outside of the UK. Visa/permit must relate to the non EEA country in which the role is based  |
| HM Forces ID card | UK |
| Firearms licence | UK, Channel Islands and Isle of Man |

All driving licences must be valid.

**Group 2b**

| **Document** | **Notes** | **Issue date and validity** |
| --- | --- | --- |
| Mortgage statement | UK or EEA | Issued in last 12 months |
| Bank or building society statement | UK and Channel Islands or EEA | Issued in last 3 months |
| Bank or building society statement | Countries outside the EEA | Issued in last 3 months - branch must be in the country where the you live and work |
| Bank or building society account opening confirmation letter | UK | Issued in last 3 months |
| Credit card statement | UK or EEA | Issued in last 3 months |
| 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 |
| Council Tax statement | UK and Channel Islands | Issued in last 12 months |
| Letter of sponsorship from future employment provider | Non-UK or non-EEA only - valid only if you’re residing outside of the UK at time of application | Must still be valid |
| Utility bill | UK - not mobile telephone bill | Issued in last 3 months |
| Benefit statement, for example Child Benefit, Pension | UK | Issued in last 3 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 3 months |
| EU National ID card | - | Must still be valid |
| Cards carrying the PASS accreditation logo | UK, Isle of Man and Channel Islands | Must still be valid |
| 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 |

**Documents for non-EEA nationals doing paid work**

The documents must be originals, not copies.

At least one of the documents must show the applicant’s current address

**Primary Documents**

|  |  |
| --- | --- |
| **Document** 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.  | UK |
| 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.  | UK |
| 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. | Any current andvalid Passport |
| 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.  | Any current andvalid Passport |
| A Certificate of Application issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old together with a Positive Verification Notice from the Home Office Employer Checking Service.  | UK |
| 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.  | UK |
| ***Applicants providing one of the following documents must also provide a current valid Passport:*** A current Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence.  | UK |
| 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.  | 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.  | UK |

**Supporting Documents**

The applicant must be able to show 2 documents from any of the groups shown above. The only difference being is in group 2b where a valid EEA National ID card is acceptable to use instead of an EU National ID Card.