

Identity Verification Form DBS 3a Guidance Notes

Applicants from the United Kingdom (UK) or European Economic Area (EEA) & Volunteers from Outside the UK or EEA

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

- **Route 1:** At least 1 document from Group 1 and 2 further documents from either Group 1 or Group 2a/2b. At least one of these documents must confirm your current address. If you cannot provide these, please use Route 2. If you are not a national of the UK or the EEA and you are applying for voluntary work, you may need to be fingerprinted if you cannot show these documents.
- **Route 2:** This route can only be used if it is impossible to process the application through Route 1. Documents required are 1 document from Group 2a, and 2 further documents from either Group 2a or 2b. At least one of these documents must confirm your current address. You will also be required to have your ID validated by an external service. If you are an EEA national who has been resident in the UK for 5 years or less, you may need to be fingerprinted if you cannot provide these documents.
- **Route 3:** This route can only be used if it is impossible to process the application through Routes 1 or 2. Route 3 can be used for a paper application processed via E-Bulk. Yes needs to be selected on W59 on the purple form. Documents required are a birth certificate issued after the time of birth (UK, Isle of Man and Channel Islands), 1 document from Group 2a and 3 further documents from Group 2a or 2b. At least one of these documents must confirm your current address. You will need to be fingerprinted if you cannot provide these documents. EEA nationals who have been resident in the UK for 5 years or less cannot use this Route.
- **Fingerprinting:** This can only be done using a DBS (Disclosure & Barring Service) Paper Application and not via an Electronic DBS Application. ***NO must be selected at question W59 on the purple form by the ID Verifier.*** The DBS will send a letter requesting applicants attend a fingerprinting appointment at their local police station.

ID verification can now be done via live video link. However, it is important to note that the person carrying out the identity check must be in physical possession of the original documents. Alternatively, the ID Verifier can receive scanned copies of the forms of ID ahead of the video link, but the applicant will be required to present the original documents both in the video and in person on their first day in post.

At least one of the documents must show the applicant's full name, date of birth and current address.

A document from each of the groups should be included only once in the document count.

If the applicant cannot provide these documents, they may need to be fingerprinted.

Group 1: Primary identity documents

- **Passport - Any current and valid passport**
- **Biometric residence permit - UK**
- **Current driving licence photocard - (full or provisional) - UK, Isle of Man, Channel Islands and EU**
- **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 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 EU**
- **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 EEA. Valid only for roles whereby the applicant living and working outside of the UK. Visa/permit must relate to the non-EEA 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 or EEA - Issued in last 12 months or bank or building society statement UK and Channel Islands or EEA - Issued in last 3 months or bank or building society account opening confirmation letter UK - Issued in last 3 months or bank or building society statement - countries outside the EEA - Issued in last 3 months – branch must be in the country where the applicant lives and works²**
- **Credit card statement UK or EEA -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 or non-EEA 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 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**
- **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**

¹ This relates to where the appointment decision is being made in the UK

² This relates to where the appointment decision is being made in the UK