

# DBS Identity Checking and List of Valid Identity Documents

**Please note all documents must be in the applicant's current name (marriage certificate accepted) at least one document must show their current address and at least one document must show their date of birth.**

The school/organisation should follow one of the three routes as outlined below.

## Route One:

The applicant must produce 3 documents:

- 1 document from Group 1 (refer to list of Valid Identity Documents); and
- 2 further documents from Group 1, 2a or 2b; one of which must verify their current address.

If they cannot produce a Group 1 document then go to Route Two.

## Route Two:

The applicant must produce:

- 3 documents from Group 2 comprising of;
  - o 1 document from Group 2a; and
  - o 2 further documents from Group 2a or 2b; one of which must verify their current address.**and**
- With the applicant's consent, the organisation conducting the ID check will then need to ensure an appropriate external ID validation service is used to check the applicant against their records to establish the applicant's name and living history footprint.

An external ID validation check is an alternative way of verifying the identity of an applicant. It will involve providing an applicant's details (as presented on the application form) to the Council's chosen supplier, who will compare the data obtained from the applicant against a range of independent, external data sources.

Dependent on the result, the school/organisation will then either authenticate the applicant or consider moving to Route Three of the process.

If the school/organisation have endeavoured to use Route Two, but have been unable to validate the applicant's identity successfully, they may consider proceeding to Route Three.

Please be advised that Route Three should only be used in circumstances once the school/organisation have fully explored with the applicant why their identity has not been successfully validated via Routes One or Two. To do this, they should hold a probing discussion with the applicant about the likely reasons why their identity has not been validated before considering using Route Three. They should keep a record of this discussion for internal purposes as it is the Registered Body's responsibility to establish the true identity of the applicant through the examination of a range of documents as set out in this guidance.

Should the school/organisation still be unable to validate the applicant's identity using Routes One, Two or Three, then they should indicate this on the application form at Box W59 and return the form to the Compliance Team at the London Borough of Barnet. The applicant will then need to be sent for fingerprinting by the Police, which the school/organisation should be aware is likely to cause delay to the DBS application process and subsequently to their recruitment processes.

### **Route Three:**

The 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.

If they are unable to provide the required documents they will be asked to give their consent to have their fingerprints taken in line with the current procedure. This means that they will need to attend a Police Station at an appointed time. This may add delay into the overall application process.

## VALID IDENTITY DOCUMENTS

### Group 1 – Primary Trusted Identity Credentials

- Current valid Passport.
- Biometric Residence Permit (UK).
- Current Driving Licence (UK) (Full or provisional) Isle of Man /Channel Islands;
- Photo card only (a photo card is only valid if the individual presents it with the associated counterpart licence; except Jersey).
- Birth Certificate (UK and Channel Islands) - issued at the time of 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).

### Group 2a – Trusted Government/State Issued Documents

- Current UK Driving licence (old style paper version).
- Current Non-UK Photo Driving Licence (valid for up to 12 months from the date the applicant entered the UK).
- 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).
- Marriage/Civil Partnership Certificate (UK and Channel Islands).
- Adoption Certificate (UK and Channel Islands).
- HM Forces ID Card (UK).
- Fire Arms Licence (UK and Channel Islands).

### Group 2b – Financial/Social History Documents

- Mortgage Statement (UK or EEA)\*\* (Non-EEA statements must not be accepted).
- Bank/Building Society Statement (UK and Channel Islands or EEA)\* (Non-EEA statements must not be accepted).
- Bank/Building Society Account Opening Confirmation Letter (UK).
- Credit Card Statement (UK or EEA)\* (Non-EEA statements must not be accepted).
- Financial Statement \*\* - e.g. pension, endowment, ISA (UK).

- P45/P60 Statement \*\*(UK & Channel Islands).
- Council Tax Statement (UK & Channel Islands). \*\*
- Work Permit/Visa (UK) (UK Residence Permit) (valid up to expiry date). \*\*`
- Letter of Sponsorship from future employment provider (Non-UK/Non-EEA only – valid only for applicants residing outside of the UK at time of application).
- Utility Bill (UK)\* – Not Mobile Telephone.
- Benefit Statement\* - e.g. Child Allowance, Pension.
- A document from Central/ Local Government/ Government Agency/ Local Authority giving entitlement (UK & Channel Islands)\*- e.g. from the Department for Work and Pensions, the Employment Service , Customs & Revenue, Job Centre, Job Centre Plus, Social Security.
- EU National ID Card.
- Cards carrying the PASS accreditation logo (UK and Channel Islands).
- Letter from Head Teacher or College Principal (16/19 year olds in full time education – (only used in exceptional circumstances when all other documents have been exhausted) (UK).

Please note:

If a document in the List of Valid Identity Documents is:

- Denoted with \* - it should be less than three months old.
- Denoted with \*\* - it should be issued within the past 12 months.
- Not denoted – it can be more than 12 months old.