



**DBS IDENTITY CHECK LIST**

<p align="center"><b>Route 1</b> <b>For all applicants except paid non-UK nationals</b></p>	<p align="center"><b>Route 2</b> <b>UK applicants only</b></p>	<p align="center"><b>Route 3</b> <b>UK applicants only</b></p>
<ul style="list-style-type: none"> <li>- (3 Documents must be seen).</li> <li>- 1 document from Group 1, plus 2 further documents from Group 1, Group 2a or 2b.</li> <li>- Combination of documents must confirm name, DOB &amp; current address.</li> <li>- <u>If unable to satisfy Route 1, proceed to Route 2/Fingerprints.</u></li> </ul>	<p>-(3 documents to be seen plus an External ID check via an external validation service arranged by WWS).</p> <p>1 document from 2a and 2 further documents from Group 2a or 2b.</p> <p>Combination of documents must confirm name, DOB &amp; current address. <u>If unable to satisfy Route 2, proceed to Route 3/Fingerprints</u></p>	<p>-(5 documents to be seen)</p> <p>A UK Birth Certificate issued after birth. 4 further documents, 1 from Group 2a, 3 from 2a or 2b</p> <p>At least one of the documents must show the applicant's current address.</p> <p><u>If unable to satisfy Route 3, proceed to Fingerprints</u></p>
		<p align="center"><b>Fingerprints</b></p> <p>DBS form &amp; attendance at a local Police station for fingerprints to be taken.</p>

**\*For paid non-UK nationals only**  
 (3 documents to be seen)  
 1 Primary Document – see p2 overleaf  
 2 Supporting Documents from Group 1, 2a or 2b below  
 \*Group 1 documents cannot be a duplicate of the Primary document.  
 Combination of documents must confirm name, DOB \*current address  
**There are no alternative routes. If unable to satisfy this route, DBS check cannot be submitted.**

**GROUP 1 : IDENTITY DOCUMENTS**

Document	TICK ✓
Current valid Passport	
Biometric Residence Permit (UK)	
Current Driving Licence/photo card – (UK/Isle of Man/Channel Islands) (Full or Provisional)	
Birth certificate – (UK/Isle of Man/Channel Islands) (Issued within 12 months of birth). Full or short form acceptable	
Adoption certificate (UK/Channel Islands)	

**PRIMARY DOCUMENTS FOR PAID NON-UK NATIONALS**

<b>Document</b>	<b>TICK ✓</b>
A current passport or passport card showing that the holder is a national of the Republic of Ireland	
A current document issued by the Home Office to a family member of an EEA or Swiss citizen, and which indicates the holder is permitted to stay in the UK indefinitely.	
A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK.	
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.	
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	
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.	
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.	
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.	
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 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 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	
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 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.	
A Positive Verification Notice 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.	

<b>GROUP 2a : IDENTITY DOCUMENTS</b>	
<b>Document</b>	<b>TICK ✓</b>
Current Driving Licence-photo card only (All Countries except Group 1) (Full or Provisional)	
Current Driving Licence-pre-1998 paper version (UK/ Isle of Man/Channel Islands) (Full or Provisional)	
Birth Certificate (UK/Isle of Man/Channel Islands) (Issued after the time of birth i.e., 12 months after birth)	
Marriage / Civil Partnership Certificate (UK/Channel Islands)	
HM Forces ID Card (UK)	
Firearms Licence (UK/Isle of Man/Channel Islands)	
Immigration document, work permit or Visa (Issued outside of UK) (Valid only for roles whereby applicant is living and working outside of UK)	
<b>GROUP 2b : FINANCIAL &amp; SOCIAL HISTORY DOCUMENTS</b>	
<b>Document</b>	<b>TICK ✓</b>
Mortgage statement (UK)**	
Bank or building society statement (UK/Channel Islands) *	
Bank or building society account opening confirmation letter (UK)*	
Credit card statement (UK)*	
Financial statement, e.g., pension or endowment, ISA (UK)**	
P45 or P60 statement (UK & Channel Islands) **	
Council Tax statement (UK/Channel Islands) **	
Benefit statement (UK), e.g. Child benefit, pension*	
Utility Bill (UK). Not mobile phone*	
Central or local government, government agency or local council document giving entitlement, e.g. from the Department for Work and Pensions, the Employment Service, HMRC (UK & Channel Islands)*	
EEA National ID card-must be valid	
Irish Passport Card-must be valid (cannot be used with an Irish Passport)	
Cards carrying the PASS accreditation logo-must be valid (UK & Channel Islands)	
Letter from Head Teacher or College Principal (16–19-year-olds in full time education in the UK)	
Non- UK Bank/Building Society Statement* Branch must be located in the country in which the applicant lives and works	
Letter of Sponsorship from future employer Non-UK only, i.e valid only for applicants residing outside UK at time of application	

**Please note; if a document in the Valid Identity Documents List is :-**

**denoted with \* - it must have been issued within the last 3 months**

**denoted with\*\* - it must have been issued within the last 12 months**