

# DBS List of Acceptable Identification Basic

## Route 1

### For all applicants except paid non-EEA nationals

(2 documents must be seen)

1 document from Group 1; **and**  
1 further document from Group 1, 2a or 2b

Combination of documents must confirm name, dob and current address. If this can't be achieved within 2 documents a third can be selected.

If unable to satisfy Route 1, proceed to Route 2

## Route 1a

### For paid non-EEA nationals only

(2 documents must be seen)

1 document from Group 1a; **and**  
1 further document from Group 1, 2a or 2b

Combination of documents must confirm name, dob and current address. If this can't be achieved within 2 documents a third can be selected.

If unable to satisfy Route 1a, basic check cannot be submitted

## Route 2

### For all applicants except paid non-EEA nationals

(3 documents must be seen)

1 document from Group 2a; **and**  
2 further documents from Group 2a or 2b

Combination of documents must confirm name, DOB and current address.

If unable to satisfy Route 2, basic check cannot be submitted.

## Group 1

### Primary Identity Documents

Document	Notes
Passport	Any current and valid passport
Biometric Residence Permit	UK
Current Photocard Driving Licence (Full or Provisional)	UK/Isle of Man/Channel Islands & EEA. Licence must be valid
Birth Certificate (Issued within 12 months of birth)	UK/Isle of Man/Channel Islands
Adoption Certificate	UK/Channel Islands

<b>Group 1a</b>	
<b>Primary Identity Documents for non-EEA nationals</b>	
<ul style="list-style-type: none"> <li>• 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.</li> </ul>	
<ul style="list-style-type: none"> <li>• 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.</li> </ul>	
<ul style="list-style-type: none"> <li>• 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.</li> </ul>	
<ul style="list-style-type: none"> <li>• 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.</li> </ul>	
<ul style="list-style-type: none"> <li>• 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.</li> </ul>	
<ul style="list-style-type: none"> <li>• 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.</li> </ul>	
<b>Applicants providing one of the following documents must also provide a current valid Passport</b>	
<ul style="list-style-type: none"> <li>• 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.</li> </ul>	
<ul style="list-style-type: none"> <li>• 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.</li> </ul>	
<ul style="list-style-type: none"> <li>• 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.</li> </ul>	

<b>Group 2a</b>	
<b>Trusted Government Documents</b>	
<b>Document</b>	<b>Notes</b>
Current Photocard Driving Licence (Full or Provisional)	All countries outside the EEA
Current Paper Version Driving Licence (Full or Provisional)	Issued before 1998 UK / Isle of Man / Channel Islands / EEA
Birth Certificate (Issued after time of birth)	UK / Isle of Man / Channel Islands
Marriage / Civil Partnership Certificate	UK / Channel Islands
HM Forces ID Card (UK)	UK
Fire Arms Licence	UK / Isle of Man / Channel Islands
Immigration document, work permit or VISA	Issued outside of EEA. Valid only for roles whereby applicant is living and working outside of UK.

<b>Group 2b</b> <b>Financial &amp; Social History Documents</b>		
Document	Notes	Validity
Mortgage Statement	UK and EEA	Issued in last 12 months
Bank/Building Society Statement	UK/Channel Islands or EEA	Issued in last 3 months
Bank/Building Society Account Opening Confirmation Letter	UK	Issued in last 3 months
Credit Card Statement	UK and EEA	Issued in last 3 months
Financial Statement e.g. pension/endowment/ISA	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
Utility Bill (not mobile phone)	UK	Issued in last 3 months
Benefit Statement e.g. Child Allowance/Pension	UK	Issued in last 3 months
Document from Government Department e.g. DWP/HMRC/Job Centre	UK and Channel Islands	Issued in last 3 months
EEA National ID Card		Must still be valid
Card carrying the PASS accreditation logo	UK/Isles of Man/Channel Islands	Must still be valid
Letter from Headteacher of College Principal	16-19 year olds in full time education in the UK	
Bank or building society statement	Non EEA countries	<u>Valid only for roles whereby the applicant is living and working outside of the UK.</u> Statement must relate to a bank or building society from the non EEA country in which the role is based.

**CONTACT DETAILS**

Please contact the [hrrsafeguardingteam@cornwall.gov.uk](mailto:hrrsafeguardingteam@cornwall.gov.uk) if you have any queries in regards to the DBS application process.

If you experience any technical issues with the online system, please contact the HR Safeguarding Team on 01872 324130