

DBS List of Acceptable Identification Enhanced & Standard

Route 1

For all applicants except paid non-EEA nationals

(3 documents must be seen)

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

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

If unable to satisfy Route 1, proceed to Route 2/Fingerprints

Route 2

For UK/EEA applicants only

(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, proceed to Route 3/Fingerprints

Fingerprints

Paper application form required (unable to process online)

Attendance at local police station for fingerprints to be taken.

Please contact the HR Safeguarding Team on (01872) 324130 for further advice and to obtain a paper application form.

Route 3

For UK/EEA residing in UK 5+ years only

(5 documents must be seen)

A UK Birth Certificate issued after birth; **and**
4 further documents – 1 from Group 2a and 3 from Group 2a or 2b

At least one of the documents must confirm the applicants current address.

If unable to satisfy Route 2, proceed to Route 3/Fingerprints

For Paid non-EEA Nationals Only

(3 documents must be seen)

1 Primary document; and
2 Supporting documents from Group 1, 2a or 2b

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

If unable to satisfy this route, DBS 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

Group 2a Trusted Government Documents	
Document	Notes
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.

Group 2b Financial & Social History Documents		
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 Statement	Countries outside of the EEA	Issued in last 3 months – branch must be in the country where the applicant lives and works
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	
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

Paid Non-EEA Nationals Primary Identity Documents

- 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.
- 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 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 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 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.
- 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.

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.
- 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 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.