



USING IDENTITY INTELLIGENTLY

Identity Document (ID) Form

To meet the DBS ID verification requirements, you are required to verify the applicant’s ID documents. Where possible, this should be via the **Route 1** criteria below. Where an applicant cannot meet **Route 1** requirements, **Route 2** should be followed. If **Route 2** cannot be followed, **Route 3** should be followed. Fingerprints may be required for applicants unable to satisfy the three routes specified.

- At least one document must confirm the applicant’s name, DOB and address.
- Only accept valid and original documentation, no photocopies or printouts from the internet should be accepted.
- Non-EEA nationals doing paid work must have their identity validated by **Route 1a** only.

	Route 1	Route 1a	Route 2	Route 3
ID Requirements	One Group 1 document plus Two documents from any group.	One Primary document plus Two documents from any other group.	One Group 2a document plus Two documents from any group. GBG will also perform an external ID validation.	Birth Certificate (UK, Isle of Man and Channel Islands) plus One Group 2a document plus Three documents from any group.

- EEA nationals who have been resident in the UK for five years or less cannot use Route 3. If they cannot validate their identity via Route 1 or 2, fingerprints may be required.
 - Non-EEA nationals applying for paid work must use Route 1a. If they cannot meet these requirements, they cannot submit a DBS. This is because their right to work in the UK cannot be established.
 - Non-EEA nationals applying for volunteer work cannot use Route 2 or 3. If they cannot establish their identity via Route 1, fingerprints may be required.
- Full details of the ID requirements can be found on the DBS website, at
<https://www.gov.uk/government/publications/dbs-identity-checking-guidelines>

Form reference F Applicant’s DoB

Applicant’s name Applicant’s postcode

The post is a voluntary/paid role (please delete as appropriate) EEA national/Non-EEA national (Please delete as appropriate)

ID verified (please complete all relevant boxes for each document verified)

Document Name	Issue Date (where applicable)	Expiry Date (where applicable)	Number (where applicable)	Country of issue

I declare that the true identity of the applicant has been established in accordance with DBS guidance and, where a volunteer application is submitted, I confirm that this meets the DBS definition of volunteer as detailed at www.gov.uk/dbs and understand that knowingly to make a false statement for this purpose may be a criminal offence.

Verifier name

Verifier signature Date documents verified

Group 1 Documents

Current Valid Passport
Biometric Residence Permit (UK)
Current driving licence photocard - (full or provisional). UK, Isle of Man, Channel Islands and EEA.
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 Documents

Current driving licence photocard - (full or provisional). All countries outside of 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 EEA.
Birth certificate - issued after time 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 of the EEA. Valid only for roles whereby the applicant is living and working outside of the UK. Visa/permit must relate to the non-EEA country in which the role is based.
HM Forces ID card. UK.
Firearms licence. UK, Isle of Man and Channel Islands.

Group 2b Documents

Issued in the last 3 months	Issued in the last 12 months	No age limit
<p>Bank or building society statement. (UK and Channel Islands or EEA)</p> <p>Bank or building society statement. Countries outside the EEA. Branch must be in the country where the applicant lives and works</p> <p>Bank or building society account opening. (UK)</p> <p>Credit Card Statement. (UK or EEA)</p> <p>Utility Bill - mobile phone bill not acceptable. (UK)</p> <p>Benefit Statement e.g. Child Benefit or Pension. (UK)</p> <p>Document from Government Agency/Local Authority giving entitlement. (UK and Channel Islands) e.g. from Department for Work and Pensions, the Employment Service or HMRC</p>	<p>Mortgage Statement. (UK or EEA)</p> <p>Financial Statement, e.g. pension, endowment. (UK)</p> <p>P45/60 Statement. (UK and Channel Islands)</p> <p>Council Tax Statement. (UK and Channel Islands)</p>	<p>Letter of sponsorship from future employer provider (non-UK/non-EEA only) – for applicants residing outside the UK at the time of application. Must still be valid.</p> <p>EU National ID Card - must still be valid</p> <p>Cards carrying the PASS accreditation logo (UK, Isle of Man and Channel Islands). Must still be valid</p> <p>Letter from Head Teacher or College Principal (16/19 year olds in full time education at the time of application). Should only be used in exceptional circumstances where other ID cannot be obtained.</p> <p>Irish Passport Card. Cannot be used with an Irish Passport. Must still be valid.</p>

Primary Documents

<p>Current Biometric Immigration Document issued by the Home Office indicating that the person named is allowed to stay indefinitely in the UK.</p> <p>Current Biometric Immigration Document issued by the Home Office which indicates that the named person can currently stay in the UK and is allowed to do the work in question.</p> <p>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.</p> <p>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.</p> <p>A Certificate of Application issued by the Home Office to a family member of a EEA national 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.</p> <p>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.</p>	<p>Current Residence Card (including Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-EEA national who is a family member of a national of a EEA country or Switzerland or who has a derivative right of residence.</p> <p>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.</p> <p>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.</p> <p>Permanent Residence Card issued by the Home Office to the family member of a national of a EEA country or Switzerland.</p> <p>Positive Verification Notice issued by the Home Office indicating the named person may stay in the UK and is permitted to do the work in question.</p>
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