

## ID checking for Standard and Enhanced DBS applications - routes and documents

The following information will help to identify which identity route an applicant and ID checker must use and the requirements of each route.

- Start by identifying which of the three categories below is most appropriate for the applicant.
- Refer to the summary of ID routes and follow the process.
- Full lists of the documents are provided on pages two and three of this guidance.



### UK / EEA

There's no change to the ID routes in place before 25 January 2018:

Route 1  
Route 2  
Route 3  
Route 4



### Non-EEA in unpaid role

There's no change to the ID routes in place before 25 January 2018:

Route 1  
Route 4

N.B: Route 1 can also be used by non-EEA nationals that are adult household members in a fostering, childminding or host family or are living where 'work with children' takes place e.g. living in a boarding school.



### Non-EEA in paid role

From 25 January 2018 a new ID route has been introduced:

#### Non-EEA Paid/Study

If an applicant is unable to provide documentation for this route they can't submit a DBS check.

This is because their right to work or study in the UK can't be established. They can't use any other route.

## Summary of ID Routes

### Route 1 (UK and EEA nationals and non-UK / EEA nationals in unpaid roles)

For Route 1, an applicant must be able to show:

- one document from Group 1; and
- two further documents from either Group 1 or Group 2a or 2b.

At least one of the documents must show the applicant's current address.

If an applicant can't present the documents above you may consider Route 2.

### Route 2 (only available to UK and EEA nationals)

Route 2 can only be used if it's impossible to process the application through Route 1. Non-EEA applicants in paid roles or studying in the UK can't use Route 2.

To complete Route 2 an applicant must complete an external ID validation check and be able to show:

- one document from Group 2a; and
- two further documents from either Group 2a or 2b.

At least one of the documents must show the applicant's current address.

If an applicant is unable to complete the external ID validation or can't present the documents above you may consider Route 3.

### Route 3 (only available to UK and EEA nationals)

Route 3 can only be used if it's impossible to process the application through Routes 1 or 2.

To complete Route 3 an applicant must be able to show:

- a birth certificate issued after the time of birth (UK, Isle of Man and Channel Islands); and
- one further document from Group 2a; and
- three documents from Group 2a or 2b.

At least one of the documents must show the applicant's current address.

If an applicant can't present the documents above you may consider Route 4.

## Applicants in a paid role or in a programme of study who aren't a national of the UK or the EEA

An applicant whose undertaking paid work or programme of study and isn't a national of the UK or European Economic Area (EEA) must be able to show:

- one primary document; and
- two further documents from the new group of ID documents supporting their right to work.

**NB: If an applicant is unable to provide these documents their right to work or study in the UK can't be established and they can't submit a DBS check. They can't use any other ID route.**

## Applicants who are unable to provide the required documents

Applicants who are unable to provide the required documents and where all other available routes have been explored by the ID checker must follow a manual process. A DBS paper application form must be completed and the applicant will be invited to make an appointment with their local police station and consent to their fingerprints being taken. Applicants must be residing in the UK to complete a Route 4 and is not available for Non-UK or Non-EEA applicants.



## UK/EEA and non-EEA unpaid ID documents

### Group 1. Primary identity documents

Type of ID document	Valid options
Passport	Any current valid passport
Biometric Residence Permit (BRP)	UK
Current photocard driving licence (full/provisional)	UK, Isle of Man, Channel Islands & EEA
Birth Certificate – Issued within 12 months of birth	UK, Isle of Man & Channel Islands (including those issued by UK authorities overseas)
Adoption certificate	UK & Channel Islands

### Group 2a. Trusted government documents

Type of ID document	Valid options
Current photocard driving licence (full/provisional)	Outside of EEA
Current paper driving licence - pre 1998	UK, IOM, Channel Islands & EEA
Birth certificate – Issued after 12 months of birth	UK, Isle of Man & Channel Islands (including those issued by UK authorities overseas)
Marriage/civil partnership certificate	UK & Channel Islands
Immigration document, visa or work permit	Issued by the country outside the EEA, where the role is based to an applicant living and working outside of the UK
HM Forces ID card	UK
Firearms licence	UK, Isle of Man & Channel Islands

### Group 2b. Financial and social history documents

Type of ID document	Valid options
Mortgage statement	UK or EEA**
Bank/building society statement	a. UK, Channel Islands, EEA* b. Outside the EEA*
Bank/building society account opening confirmation letter	UK*
Credit card statement	UK or EEA*
Financial statement	UK*
P45 or P60	UK & Channel Islands**
Council Tax statement	UK & Channel Islands**
Letter of sponsorship from future employment provider	Non UK/Non EEA – valid only for applicants residing outside of the UK
Utility bill	UK*
Benefit statement	UK*
Central of local government, government agency, or local council document giving entitlement.	UK & Channel Islands*
EEA National ID card	Must be valid
Irish Passport Card	Must be valid
Cards carrying PASS accreditation logo	UK, Isle of Man & Channel Islands
Letter from head teacher or college principal	UK - or 16-19 year olds in FT education

\* Issued in last 3 months

\*\* Issued in last 12 months

## EEA Countries

In addition to the UK the following countries are in the EEA

Countries				
Austria	Belgium	Bulgaria	Croatia	Republic of Cyprus
Czech Republic	Denmark	Estonia	Finland	France
Germany	Greece	Hungary	Iceland	Ireland
Italy	Latvia	Liechtenstein	Lithuania	Luxembourg
Malta	Netherlands	Norway	Poland	Portugal
Romania	Slovakia	Slovenia	Spain	Sweden

Switzerland is not part of the EEA but Swiss nationals can be included in this group. Gibraltar can also be included as it is a dependent territory of the UK.



## Non-EEA paid / study ID documents

### Primary identity documents

Type of ID document	Valid options
Biometric immigration document (biometric residence permit)	a. Indicating holder has indefinite or no time limit on stay in UK. b. Indicating holder can currently stay in the UK and do the work in question
Passport	a. Endorsed to show the holder has indefinite stay, right of abode or no time limit on stay in UK. b. Endorsed to show the holder is allowed to stay in UK and allowed to do the work in question
Certificate of application issued to a family member of an EEA or Swiss national (issued within previous six months)	Stating that the holder is permitted to work. The holder must also have a Positive Verification Notice (PVN)
Application Registration Card	Stating holder is permitted to take the employment in question. The holder must also have a Positive Verification Notice (PVN)
Residence card	Issued to a non-EEA national who is a family member of an EEA or Swiss national that has a derivative right of residence
A Permanent Residence Card	Issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
Immigration Status Document	a. Containing a photo and endorsed to show the holder can stay in the UK and can do the work in question. Holder must also present a government document giving holder's name and NI number. b. Indicating holder has indefinite stay or no time limit on stay in UK. Holder must also present a government document giving holder's name and NI number
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.



## Non-EEA paid / study ID documents part 2

### Group 1.

Type of ID document	Valid options
Passport	Any current valid passport
Biometric Residence Permit (BRP)	UK
Current photocard driving licence (full/provisional)	UK, Isle of Man, Channel Islands & EEA
Birth Certificate – Issued within 12 months of birth	UK, Isle of Man & Channel Islands (including those issued by UK authorities overseas)
Adoption certificate	UK & Channel Islands

### Group 2a.

Type of ID document	Valid options
Current photocard driving licence (full/provisional)	Outside of EEA
Current paper driving licence - pre 1998	UK, IOM, Channel Islands & EEA
Birth certificate – Issued after 12 months of birth	UK, Isle of Man & Channel Islands (including those issued by UK authorities overseas)
Marriage/civil partnership certificate	UK & Channel Islands
Immigration document, visa or work permit	Issued by the country outside the EEA, where the role is based to an applicant living and working outside of the UK
HM Forces ID card	UK
Firearms licence	UK, Isle of Man & Channel Islands

### Group 2b.

Type of ID document	Valid options
Mortgage statement	UK or EEA**
Bank/building society statement	c. UK, Channel Islands, EEA* d. Outside the EEA*
Bank/building society account opening confirmation letter	UK*
Credit card statement	UK or EEA*
Financial statement	UK*
P45 or P60	UK & Channel Islands**
Council Tax statement	UK & Channel Islands**
Letter of sponsorship from future employment provider	Non UK/Non EEA – valid only for applicants residing outside of the UK
Utility bill	UK*
Benefit statement	UK*
Central of local government, government agency, or local council document giving entitlement.	UK & Channel Islands*
EEA National ID card	Must be valid
Irish Passport Card	Must be valid
Cards carrying PASS accreditation logo	UK, Isle of Man & Channel Islands
Letter from head teacher or college principal	UK - or 16-19 year olds in FT education

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