

## **Appendix 17 a – Documents (original) the applicant must provide to their employer to prove their identity**

The person going through a DBS check (the applicant) must give their employer original documents (not copies) to prove their identity. The documents needed will depend on the route the application takes. The applicant must try to provide documents from Route 1 first.

### **Route 1 - The applicant must be able to show:**

- one document from Group 1, below
- 2 further documents from either Group 1, or Group 2a or 2b, below

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

### **Route 2 - If the applicant doesn't have any of the documents in Group 1, then they must be able to show:**

- one document from Group 2a
- 2 further documents from either Group 2a or 2b

At least one of the documents must show the applicant's current address. The organisation conducting their ID check must then also use an appropriate external ID validation service to check the application.

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

For Route 3, the applicant must be able to show:

- a birth certificate issued after the time of birth (UK and Channel Islands)
- one document from Group 2a
- 3 further documents from Group 2a or 2b

At least one of the documents must show the applicant's current address. If the applicant can't provide these documents, they may need to be fingerprinted.

## **Details of documents in each group**

### **Group 1: Primary identity documents**

	<u>Notes</u>
Passport	Any current and valid passport
Biometric residence permit	UK
Current driving licence photocard - (full or provisional)	UK, Isle of Man, Channel Islands and EU
Birth certificate - issued within 12 months of birth	UK, Isle of Man and Channel Islands - including those issued by UK authorities overseas, e.g. embassies, High Commissions and HM Forces
Adoption certificate	UK and Channel Islands

### **Group 2a: Trusted government documents**

	<u>Notes</u>
Current driving licence photocard - (full or provisional)	All countries outside the EU (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 EU
Birth certificate - issued after time of birth	UK, Isle of Man and Channel Islands
Marriage/civil partnership certificate	UK and Channel Islands
HM Forces ID card	UK
Firearms licence	UK, Channel Islands and Isle of Man

All driving license's must be [valid](#).

**Group 2b: Financial and social history documents**

	<u>Notes</u>	<u>Issue date and validity</u>
Mortgage statement	UK or EEA	Issued in last 12 months
Bank or building society statement	UK and Channel Islands or EEA	Issued in last 3 months
Bank or building society account opening confirmation letter	UK	Issued in last 3 months
Credit card statement	UK or EEA	Issued in last 3 months
Financial statement, e.g. pension or endowment	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
Work permit or visa	UK	Valid up to expiry date
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
Utility bill	UK - not mobile telephone bill	Issued in last 3 months
Benefit statement, e.g. Child Benefit, Pension	UK	Issued in last 3 months
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 and Channel Islands	Issued in last 3 months
EU National ID card	-	Must still be valid
Cards carrying the PASS accreditation logo	UK, Isle of Man and Channel Islands	Must still be valid
Letter from head teacher or college principal	UK - for 16 to 19 year olds in full time education - only used in exceptional circumstances if other documents cannot be provided	Must still be valid

## **Appendix 17b – Right to work in the UK – acceptable documents for a manual document-based right to work check**

Please refer to the Home Office Guidance 'An employer's guide to right to work checks' for full details.

[www.gov.uk/government/publications/right-to-work-checks-employers-guide](https://www.gov.uk/government/publications/right-to-work-checks-employers-guide)

### **Recruiting staff from outside the UK**

Those planning to **enter** the UK from 1 January 2021 will be subject to the new immigration system and will require a visa before arrival to live, work or study in the UK.

Anyone you may want to hire from outside the UK, excluding Irish citizens, will need to apply for permission in advance. Information is available at [www.gov.uk/guidance/recruiting-people-from-outside-the-uk-from-1-january-2021](https://www.gov.uk/guidance/recruiting-people-from-outside-the-uk-from-1-january-2021).

For a list of the documents that are acceptable for checking an employee's right to work please refer to the [government guidance](#).