

## ID Document Checking Rules for DBS Disclosure Applications

The DBS have introduced new guidelines to strengthen the ID checking process for DBS disclosure applications. These are effective from 1<sup>st</sup> January 2015.

The first box below shows the combinations of ID documents that are acceptable. The further 3 boxes list the actual documents that are acceptable.

The last box describes the external id verification check needed to complete the Route Two check.

### Documents Required – Route One, Two or Three

**Route One (preferred)** - One document from group 1, and two more documents from groups 1 or 2a or 2b. One of the documents must verify current address.

If the applicant is **not** an EU national, then they must be validated through Route One only.

**Route Two** – three documents from group 2, comprising one document from group 2a and two further documents from group 2a or 2b. One document must verify current address.

For applicants using Route 2, APCS must conduct an external **id validation check** to verify the applicant's details.

**Route Three** - if Route One or Two is not possible, then the applicant must explain the reasons to the id checker. In particular, previous changes of name must be declared.

For route Three the applicant must produce a certified copy of a UK Birth Certificate – all copies of UK birth certificates state 'certified copy' when issued by the General Records Office. They must produce a further **four** documents, one from group 2a, and a further three documents from group 2a or 2b, one of which must confirm their current address.

**If the applicant cannot satisfy the requirements of Route One, Two or Three**, then contact APCS to arrange a fingerprint check. Such an application can only be submitted on a paper form, will involve a visit to a police station, and will take considerably longer and cost more.

## Acceptable identity documents

### Group 1 - Primary Trusted Identity Credentials

- Current valid Passport
- Biometric Residence Permit (UK)
- Current Driving Licence (UK/EU) (Full or provisional) Isle of Man/Channel Islands; photo card only
- Birth Certificate (UK & Channel Islands) - issued at the time of birth. Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces
- Adoption Certificate (UK and Channel Islands).

### Group 2a – Trusted Government / State Issued Documents

- Current UK Driving licence (old style paper version)
- Certified copy of Birth Certificate (UK and Channel Islands) – issued after the time of birth by Registrars. Photocopies not acceptable.
- Marriage/Civil Partnership Certificate (UK and Channel Islands)
- HM Forces ID Card (UK)
- Fire Arms Licence (UK and Channel Islands)

### Group 2b – Financial / Social History Documents

- Mortgage Statement (UK or EEA)\*\*
- Bank/Building Society Statement (UK or EEA)\*
- Bank / Building Society Account Opening Confirmation Letter (UK)
- Credit Card Statement (UK or EEA)\*
- Financial Statement - e.g. pension, endowment, ISA (UK)\*\*
- P45/P60 Statement (UK & Channel Islands)\*\*
- Council Tax Statement (UK & Channel Islands) \*\*
- Work Permit/Visa (UK) (UK Residence Permit) \*\*
- Letter of sponsorship from future employment provider (non UK, non EEA only)- valid only for applicants residing outside UK at time of application.)
- Utility Bill (UK)\* – Not Mobile Telephone
- Benefit Statement\* - e.g. Child Allowance, Pension
- A document from Central/Local Government/Government Agency/ Local Authority giving entitlement (UK & Channel Islands)\*- e.g. from the Department for Work and Pensions, the Employment Service, Customs & Revenue, Job Centre, Job Centre Plus, Social Security
- EU National ID Card
- Cards carrying the PASS accreditation logo (UK)
- Letter from Head Teacher or College Principal (16/17 year old in full time education. Only to be used in exceptional circumstances when no other documents available.)

Note - If a document in the list of valid identity documents is:

**denoted with \*** - it should be less than three months old

**denoted with \*\*** - it should be issued within the past 12 months

**not denoted** – it can be more than 12 months old.

### External ID Validation Check

If **Route Two** is followed, then APCS will carry out an **external id validation check** to verify applicant's details. This means carrying out checks to the DBS's required standard against external data sources. If the check is successful, the application continues as normal. If it fails, APCS will contact the employer to discuss the anomalies. If they cannot be resolved, the application may have to be withdrawn.

There is a charge for an external id validation check.