**DBS Identity check rules - Enhanced and Basic DBS checks**

This guidance applies to both British or Irish citizen and Non British or Irish citizen.

Please note the identity checker cannot verify the identity of a relative or partner, people who live in the same house as them, or a personal friend.

The ID checker **must**:

* Make sure that any details of current passport, driving licence and National Insurance Number are included on the paper or electronic application form.
* Follow the three route ID checking guidance set out below.
* Consider using digital ID verification if the applicant can present a passport or driving licence.
* Seek photographic identity documents (passport, driving licence, e-Visa or PASS card) in the first instance. This can be used to compare the applicant’s likeness. Check and validate the information provided on the application form by the applicant.
* Check that the application form is completed in full and the information it contains is accurate.  For example, that all addresses lived at in the last 5 years and names known by have been declared and are accurate. Failure to do this can result in delays in processing and the withdrawal of applications.
* Make sure the applicant fills in the address part of the form correctly if they have an [unusual address](https://www.gov.uk/government/publications/dbs-unusual-addresses-guidance/dbs-unusual-addresses-guide), for example if they live abroad, in student accommodation or a hostel.
* Use a document type only once in the document count. For example, don’t accept two bank statements as two of the required documents if they are from the same bank.
* Do not alter or amend the application form without the knowledge or agreement of the applicant.
* Keep a record of the documents used to validate each identity for a minimum of 2 years. This is in line with compliance activity carried out by DBS. DBS will ask for records of documents checked as part of ID verification as part of this process. Documents can be recorded as copies of physical documents or PDF evidence of eVisa. If it is not possible to keep copies you should record:
* document type,
* country of issue
* any expiry date,
* any reference numbers, and
* notes if there were any discrepancies discussed as part of the ID verification process.
* Make sure the applicant downloads and completes a [DBS continuation sheet](https://www.gov.uk/government/publications/dbs-continuation-sheet) for additional information they can’t fit on the DBS application form.

**How to view ID documents**

There are three ways in which ID document scan can be viewed and validated. You must use option one unless it is impossible to have a face-to-face appointment with the applicant**. If you are unable to use option one the reasons need to be recorded and option two can be considered.** If option two is impossible the reasons must be recorded and option three can be used. The rationale behind the use of options two or three must be kept, along with a record of the documents used to validate the identity, for a minimum of 2 years.

All documents must be physical documents, unless you are viewing the applicant’s eVisa on the Home Office view and prove site or a digital PASS card with QR code that has been checked. You cannot accept photocopies or scanned documents. Documents printed from the internet, for example bank statements, are not acceptable for ID purposes. The applicant can ask their bank to print off a bank statement for them and endorse it with a stamp and signature if they do not have hard copy bank statements.

**Option one**

The ID check should be done in person, allowing the ID checker to view the physical documents, or eVisa, or digital PASS card, in the presence of the individual.

**If you cannot use option 1, please consider using digital identity verification (via APCS) before considering option 2.**

**Option two**

The ID checker can conduct the ID check via video link – for example Google Meet or FaceTime. In these circumstances the ID checker must be in possession of the physical documents. These can be posted to the ID checker in advance of the virtual call. Any risks identified when using live video must be assessed and mitigated by you. You must not rely on the inspection of the documents via a live video link, or by checking a faxed or scanned copy of the document.

**If option two is used, you must keep a record of why option one was impossible, along with a record of the documents used to validate the identity, for a minimum of 2 years. The rationale must be specific to the individual ID verification, it is not acceptable to default to the use of options two or three. You should also consider using digital identity verification.**

**Option three**

The ID check can be completed via video link – for example Google Meet or FaceTime – for without the ID checker being in physical possession of the ID documents. The details of the documents, as set out above, must be recorded and stored at the time of the video link ID check. The documents must be presented to the ID checker on the first day of employment. The ID checker must record the date the ID check was completed in person and cross reference the details recorded from the video link ID check. If there are any discrepancies the DBS check may be invalid.

**If option three is used you must keep a record of why options one and option two were impossible, along with a record of the documents used to validate the identity, for a minimum of 2 years. The rationale must be specific to the individual ID verification, it is not acceptable to default to the use of options two or three as part of your process.**

**The 3 Route ID Checking Process**

**You must use route 1 where possible. You can only move on to route 2 if the applicant is unable to present the documents needed in route 1.**

**Route 1**

The applicant must be able to show:

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

**The combination of documents presented must confirm the applicant’s name and date of birth.**

**Route 2**

Route 2 can only be used if it’s impossible to process the application through Route 1.

**The organisation conducting the ID check must then also use an appropriate external ID verification service to check the application.**

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
* two further documents from either Group 2a or 2b

The combination of documents presented must confirm the applicant’s name and date of birth.

**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, Isle of Man and Channel Islands)
* one document from Group 2a
* three further documents from Group 2a or 2b

The combination of documents presented must confirm the applicant’s name and date of birth.

If the applicant can’t provide these documents, they may need to be fingerprinted.

**Identity check rules for Basic DBS checks**

Unlike the Enhanced DBS checking rules there are only 2 routes for ID checking for a Basic DBS check.

**The 2 Route ID Checking Process**

**You must use route 1 where possible. You can only move on to route 2 if the applicant is unable to present the documents needed in route 1.**

**Route 1**

The applicant must be able to show the following:

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

The combination of documents presented must confirm the applicant’s name and date of birth. If this can’t be achieved within 2 documents a third can be selected.

**The applicant should have their identity validated using Route 1. If an applicant can’t provide Route 1 documents, Route 2 may be used once the ID checker is satisfied there’s a valid reason following a discussion with the applicant.**

**Route 2**

If the applicant doesn’t have any of the documents in Group 1, they must be able to show:

* 1 document from Group 2a
* 2 further documents from either Group 2a or 2b

The combination of documents presented must confirm the applicant’s name and date of birth.

**If an applicant is unable to provide this documentation they can’t submit an application for a DBS basic check.**

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**Group 1: Primary identity documents**

| **Document** | **Notes** |
| --- | --- |
| Passport | Any current and valid passport. A UK passport can be expired up to a maximum of 6 months. |
| e-Visa | Accessed via the ‘View and Prove’ service. The share code requested by the applicant should be a ‘general’ share code. If you do not have a UKVI account to access your eVisa you can create you can create one online ([Get access to your online immigration status (eVisa) - GOV.UK](https://www.gov.uk/get-access-evisa)) |
| Biometric residence permit (BRP) | UK. A BRP showing Indefinite Leave to Remain, Indefinite Leave to Enter or No Time Limit can be used up to 18 months past the expiry date of the BRP. BRP holders should be encouraged to create an account and access their eVisa |
| Application Registration Card (ARC) | Issued by the Home Office. Must be checked against the [Home Office Employer Checking Service](https://www.gov.uk/employee-immigration-employment-status). |
| Current driving licence photocard - (full or provisional) | Current and valid photocard driving licence issued by UK, Isle of Man, and Channel Islands. From 8 June 2015, the paper counterpart to the photocard driving licence will not be valid and will no longer be issued by DVLA |
| 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. Must be original birth certificate. Certified copies are a group 2a document. |
| Adoption certificate | UK and Channel Islands |

**Group 2a: Trusted government documents**

| **Document** | **Notes** |
| --- | --- |
| Current driving licence photocard - (full or provisional) | Current and valid. All countries outside the UK (excluding Isle of Man and Channel Islands) |
| Current driving licence (full or provisional) - paper version (if issued before March 2000) | Current and valid. UK, Isle of Man, and Channel Islands. For a paper licence to be valid it must be issued before March 2000 and all information, including name and address, must be up to date |
| 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 the UK. Valid only for roles whereby the applicant is living and working outside of the UK. Visa/permit must relate to the non-UK country in which the role is based |
| HM Forces ID card | UK |
| Firearms licence | UK, Isle of Man, and Channel Islands |

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

| **Documents** | **Notes** | **Issue date and validity** |
| --- | --- | --- |
| Mortgage statement | UK | Issued in last 12 months |
| Bank or building society statement | UK and Channel Islands. A print off of a bank statement that is endorsed with a stamp and signed by the bank is acceptable if you cannot have hard copy bank statements posted to you. | Issued in last 3 months |
| Bank or building society statement | Countries outside the UK | Issued in last 3 months - branch must be in the country where the applicant lives and works |
| Bank or building society account opening confirmation letter | UK | Issued in last 3 months |
| Credit card statement | UK | Issued in last 3 months |
| Financial statement, for example pension or endowment | UK | Issued in last 12 months |
| P45 or P60 statement | UK and Channel Islands. Cannot be online document | Issued in last 12 months |
| Council Tax statement | UK and Channel Islands | Issued in last 12 months |
| Letter of sponsorship from future UK employment provider | Valid only for applicants residing outside of the UK at time of application | Must still be valid |
| Utility bill | UK - not mobile telephone bill. Cannot be printed from an online account | Issued in last 3 months |
| Benefit statement, for example Child Benefit, pension | UK | Issued in last 3 months |
| Central or local government, government agency, or local council document giving entitlement, for example from the Department for Work and Pensions, the Employment Service, Local Authority | UK and Channel Islands – a letter confirming entitlement to benefits. For example: Personal Independence Payment (PIP), free school meals, universal credit, asylum support etc | Issued in last 12 months |
| HMRC self-assessment letters or tax demand letter | UK | Issued in last 12 months |
| European Health Insurance Card (EHIC) or Global Health Insurance Card (GHIC) | UK. | Must still be valid |
| EEA National ID card |   | Must still be valid |
| Irish Passport Card | Cannot be used with an Irish passport | Must still be valid |
| Cards carrying the PASS accreditation logo | UK, Isle of Man, and Channel Islands. Digital PASS cards are acceptable where they have been issued by an approved digital PASS provider and the QR code has been used to confirm details. | Must still be valid |
| Letter from head teacher, college principal, apprenticeship provider | UK - for 16 to 19 year olds in full time education or on an apprenticeship - only used in exceptional circumstances if other documents cannot be provided | Issued in the last month |

**What if the applicant’s identity cannot be established using one of the three routes?**

If you or your ID checker cannot establish an applicant’s identity in accordance with DBS ID guidelines, then you should mark W59 on the application form with a NO.

Applicants who are unable to provide the required documents will then be asked to give their consent to have their fingerprints taken in line with the current procedure. Employers should note this will require attendance by the applicant at a police station at an appointed time and may add delay to the overall application process.

This process does not validate identity, it simply confirms whether the individuals’ fingerprints are held on the central record.