

The recruiting organisation must confirm your identity, please bring the following documents;

Route 1 (For all applicants except non-EEA national applicants needing a DBS check for paid work in the UK)

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, address 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 1a (For non-EEA national applicants needing a DBS check for paid work in the

UK) The applicant must be able to show the following:

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

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

If an applicant is unable to provide this documentation they can't submit an application for DBS basic check. This is because the [right to work in the UK](#) can't be established.

Route 2 (For all applicants except non-EEA national applicants needing a DBS check for paid work in the UK)

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, address and date of birth. If an applicant is unable to provide this documentation, they can't submit an application for a DBS basic check. **Identity Documents:**

Group 1: Primary identity documents

Provided (tick)	Document	Notes
	Passport	Any current and valid passport
	Current 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 e.g. embassies, High Commissions and HM Forces
	Adoption certificate	UK and Channel Islands

Group 1a: Primary identity documents for non-EEA nationals

Provided (tick)	Document	Notes
	A current Biometric Immigration document issued by Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK	UK
	A current Biometric Immigration Document (Biometric Residence Permit) issued by the home office to the holder which indicated that the named person can currently stay in the UK and is allowed to do the work in question	UK
	A current 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	Any current and valid Passport
	A current 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	Any current and valid passport
	A Certificate of Application issued by the Home office under regulation 17(3) or 18A (2) of the Immigration (EEA) Regulations 2006 to a family member of a national of a European Economic Area country 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	UK

	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	UK
<i>Applicants providing one of the following documents must also provide a current valid Passport</i>		
	A current Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family of a national of EEA country or Switzerland or who has a derivative right of residence	UK

	A 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	UK
	A 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	UK
	A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland	UK
	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	UK

Group 2a: Trusted government documents

Provided (tick)	Document	Notes
	Current driving licence photo-card (full or provisional)	All countries outside the EEA (excluding Isle of Man and Channel Islands)
	Current driving licence paper	UK, Isle of Man, Channel Islands and EEA

	version (if issued before 1998 – full or provisional)	
	Birth certificate – issued after 12 months from 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
	Immigration document/Visa/Work permit	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

Group 2b: Financial and social history documents

Provided (tick)	Document	Notes	Issue date and validity
	Bank or building society statement	UK and Channel Islands or EEA	3 months from date of application
	Bank or building society account opening confirmation letter	UK	3 months from date of application
	Credit card statement	UK or EEA	3 months from date of

			application
	Utility bill	UK – not mobile telephone bill	3 months from date of application
	Benefit statement, e.g. Child Benefit, Pension	UK	3 months from date of application

	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	3 months from date of application
	Financial statement, e.g. pension or endowment	UK	12 months from date of application
	P45 or P60 statement	UK and Channel Islands	12 months from date of application
	Council Tax statement	UK and Channel Islands	12 months from date of application
	Mortgage statement	UK or EEA	12 months from date of application
	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
	EEA 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
	Irish Passport Card		Cannot be used with an Irish passport
	Non EEA Bank or building society statement	Valid only for roles whereby the applicant is living and working outside of the UK. Statement must relate to a bank or building society from the non EEA country in which the role is based	