

Guide for employers

The applicant should provide you with a completed DBS application form plus at least THREE pieces of ID - see the guide on the following page
(one confirming the current name, one confirming the date of birth and one confirming the current address)

AS THE EMPLOYER YOU MUST COMPLETE THE FOLLOWING:

1

The appropriate parts of this box in **SECTION A** (depending on which ID documents you have viewed)

registered body use only

a1-a3 verified

a14 verified

a21 verified

a23 verified

a25 verified

2

This part of **SECTION B**

registered body use only

current address verified?

3

All of **SECTION W**

It is the employer's responsibility to confirm the applicant's identity. See the next page and <https://www.gov.uk/crb-criminal-records-bureau-check/documents-the-applicant-must-provide-for-guidance-on-the-ID-checking-process>

4

All of **SECTION X**

The 'position applied for' (part 61) must relate in some way to the reason why a DBS check is being applied for. For example, "**CONTRACTOR IN SCHOOLS**"

LEAVE SECTIONS Y & Z BLANK

THEN ENSURE THAT THE APPLICANT HAS:

Completed all mandatory fields (in yellow)
with the exception of parts 28, 30 and 50 which no longer apply

Supplied a full 5-year address history (Sections B & C) with no gaps, including dates at each address in the format 'MM/YYYY to MM/YYYY'. Use continuation sheets if necessary

Shown you appropriate documents to confirm their identity
(see over)

Used **Black ink**

Signed in Part E

How many ID documents do I need to see?

Can the applicant produce any documents from Group 1?

- **YES** - 3 documents must be seen. One document from Group 1 plus 2 further documents from Group 1, 2a or 2b; one of which must verify their current address.
- **NO** – Please call us on 01435 865484

List of valid identity documents:

Group 1 – Primary Trusted Identity Credentials

- Current valid Passport
- Biometric Residence Permit (UK)
- Current Driving Licence (UK) (Full or provisional) – **photocard AND counterpart**. Isle of Man /Channel Islands; a photo card driving licence is only valid if the individual presents it with the associated counterpart licence; except Jersey
- Birth Certificate (UK and 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. (Photocopies are not acceptable)

Group 2a – Trusted Government/State Issued Documents

- Current UK Driving licence (old style paper version).
- Current Non-UK Photo Driving Licence (valid only for applicants residing outside of the UK at time of application).
- Birth Certificate (UK and Channel Islands) - (issued after the time of birth by the General Register Office/relevant authority i.e. Registrars – Photocopies are not acceptable).
- Marriage/Civil Partnership Certificate (UK and Channel Islands).
- Adoption 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)** (Non-EEA statements must not be accepted).
- Bank/Building Society Statement (UK or EEA)* (Non-EEA statements must not be accepted).
- Bank/Building Society Account Opening Confirmation Letter (UK).
- Credit Card Statement (UK or EEA)* (Non-EEA statements must not be accepted).
- 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 of the 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 and Channel Islands).
- Letter from Head Teacher or College Principal (16/17 year olds in full time education – (only used in exceptional circumstances when all other documents have been exhausted).

Please 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.*

You must only accept valid, current and original documentation.

- You must not accept photocopies.
- You must not accept documentation printed from the internet e.g. internet bank statements.
- Identity information for the applicant's name, date of birth and address recorded in Section A and Section B on the DBS application form must be validated.
- You should in the first instance, seek documents with photographic identity (e.g. passport, new style driving licence, etc.) and for this to be compared against the applicant's likeness.
- All documents must be in the applicant's current name as recorded in Section A (see below for guidance on recent changes of name).
- One document must confirm the applicant's date of birth as recorded in Section A.
- You must ensure that the applicant declares all previous change of name, and provides documentary proof to support the change of name.
- You must see at least one document to confirm the applicant's current address as recorded in Section B, in accordance with the guidance.
- You must provide a full and continuous address history covering the last five years. Where possible you should seek documentation to confirm this address history.
- You should cross-match the applicant's address history with any other information you have been provided with as part of the recruitment, such as their CV. This can highlight if an address has not been given e.g. if the applicant's CV shows that they have worked in Liverpool in the last five years, but the application form only shows London addresses, you may wish to question the applicant further about this.

- A document from each of the groups should be included only once in the document count e.g. do not accept two bank statements as two of the required documents, if they are from the same bank.
- You should not accept the foreign equivalent of an identity document if that document is listed as '(UK)' on the list of valid identity documents.

You should follow the three routes as outlined below:

Route One

All applicants must initially be considered for Route One.

Can the applicant produce a Group 1 document? If yes, then the applicant must produce 3 documents:

- 1 document from Group 1 (refer to list of Valid Identity Documents); and
- 2 further documents from Group 1 , 2a or 2b; one of which must verify their current address.

If the applicant has satisfied this route, then the document check is complete. If the applicant cannot produce a Group 1 document then go to Route Two.

NOTE – EEA Nationals (Non-UK):

Where an EEA National has been resident in the UK for five years or less, the Employer should validate identity via Route One through the checking of a Current Passport or Current UK Driving Licence (photo card only) plus 2 further documents.

In the absence of a Group 1 document the employer must satisfy themselves of a valid reason for using Route 2.

NOTE - Non-EEA Nationals:

All Non-EEA Nationals should be validated via Route One only.

Route Two

The applicant must produce:

- 3 documents from Group 2 comprising of;
- 1 document from Group 2a; and
- 2 further documents from Group 2a or 2b; one of which must verify their current address.
- And, the organisation conducting the ID check will then need to ensure an appropriate external ID validation service is used to check the applicant against their records to establish the applicant's name and living history footprint.

Please call us at this point, **DO NOT SEND THE APPLICATION FORM** tel. 01435 865484

If you have endeavoured to use Route Two, but have been unable to validate the applicant's identity successfully, you may consider proceeding to Route Three. Please be advised that Route Three should only be used in circumstances once you have fully explored with the applicant why their identity has not been successfully validated via Routes One or Two. To do this, you should hold a probing discussion with the applicant about the likely reasons why their identity has not been validated before considering using Route Three. You should keep a record of this discussion for internal purposes as it is the Employer's responsibility to establish the true identity of the applicant through the examination of a range of documents as set out in this guidance. Should you still be unable to validate the applicant's identity using Routes One, Two or Three, then you should indicate this on the application form at Box W59 and return the form to Swift Check. The applicant will then need to be sent for fingerprinting by the Police, which you should be aware is likely to cause delay to the DBS application process and subsequently to your recruitment processes.

Route Three

ALL employers must have exhausted Route One and should have endeavoured to have accessed an external validation check (Route Two) before you consider processing them via Route Three.

If the applicant cannot meet the requirements of Route One and Two, you should have had a probing discussion with them to establish why they could not meet these requirements and whether there has been a recent or previous change of name that has not been declared.

For Route Three, the applicant must produce:

- Birth certificate (UK and Channel Islands) – (issued after the time of birth by the General Register Office/relevant authority i.e. Registrars – Photocopies are not acceptable) and
- 4 further documents from Group 2 comprising of:
 - 1 document from Group 2a; and
 - 3 further documents from Group 2a or 2b; one of which must verify their current address.

If the applicant fails to produce the required document set at Route Three, they will need to be sent for fingerprinting by the Police which you should be aware is likely to cause delay to the DBS application process and subsequently to your recruitment processes.