

Identity Verification Form DBS 3a Guidance Notes

National Route: Applicants from the UK & Volunteers from any nationality

The applicant must provide documents from Route 1 first if they have them

- **Route 1:** 1 document from Group 1 and 2 further documents from either Group 1 or Group 2a/2b. At least one of these documents must confirm your current address. If you cannot provide these, please use Route 2. If you are not a national of the UK and you are applying for voluntary work, you may need to be fingerprinted if you cannot show these documents.
- **Route 2:** This route can only be used if it is impossible to process the application through Route 1. Documents required are: 1 document from Group 2a, and 2 further documents from either Group 2a or 2b. At least one of these documents must confirm your current address. You will also be required to have your ID validated by an external validation service. If you are not a national of the UK and are applying for voluntary work you can't use Route 2.
- **Route 3:** This route can only be used if it is impossible to process the application through Routes 1 or 2. Route 3 can be used for a paper application processed via E-Bulk. Yes needs to be selected on W59 on the purple form. Documents required are: a birth certificate issued after the time of birth (UK, Isle of Man and Channel Islands), 1 document from Group 2a and 3 further documents from Group 2a or 2b. At least one of these documents must confirm your current address. You may need to be fingerprinted if you cannot provide these documents. If you are not a national of the UK and are applying for voluntary work you can't use Route 3.
- **Fingerprinting:** This can only be done using a DBS (Disclosure & Barring Service) Paper Application and not via an Electronic DBS Application. ***NO must be selected at question W59 on the purple form by the ID Verifier.*** The DBS will send a letter requesting applicants attend a fingerprinting appointment at their local police station.

ID verification can now be done via live video link. However, it is important to note that the person carrying out the identity check must be in physical possession of the original documents.

At least one of the documents must show the applicant's full name, date of birth and current address.

A document from each of the groups should be included only once in the document count.

Documents printed from the internet are not acceptable

You must ensure that the applicant declares all previous name changes (e.g. following marriage), and provides documentary proof to support the change of name. (Please ensure all previous names and corresponding dates are included on the purple DBS Application Form, Section a4-13 & DBS 4 – Self Declaration form)

Group 1: Primary identity documents

- **Passport - Any current and valid passport**
- **Biometric residence permit - UK**
- **Current driving licence photocard - (full or provisional) No counterpart- UK, Isle of Man, Channel Islands**
- **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**
- **Adoption certificate - UK and Channel Islands**

Group 2a: Trusted government documents

- **Current driving licence photocard - (full or provisional) - All countries outside the UK (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**
- **Birth certificate - issued after 12 months of date 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 living and working outside of the UK. Visa/permit must relate to the non- UK country in which the role is based¹**
- **HM Forces ID card - UK**
- **Firearms licence - UK, Channel Islands, and Isle of Man**

Group 2b: Financial and social history documents

- **Mortgage statement UK - Issued in last 12 months or bank or building society statement UK and Channel Islands - Issued in last 3 months or bank or building society account opening confirmation letter UK - Issued in last 3 months or 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 works²**
- **Credit card statement UK - Issued in last 3 months or financial statement, for example pension or endowment -UK - Issued in last 12 months**
- **P45 or P60 statement UK and Channel Islands - Issued in last 12 months**
- **Letter of sponsorship from future employment provider non-UK only - valid only for applicants residing outside of the UK at time of application – Must still be valid**
- **Utility Bill UK - electricity, gas, water, telephone not mobile telephone bill - Issued in last 3 months or Council Tax statement UK and Channel Islands - Issued in last 12 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, HMRC - UK and Channel Islands - Issued in last 3 months**
- **EEA National ID card / Irish Passport Card – latter cannot be used with an Irish Passport / must still be valid**
- **Cards carrying the PASS accreditation logo UK, Isle of Man and Channel Islands / 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 – All must still be valid**

¹ This relates to where the appointment decision is being made in the UK

² This relates to where the appointment decision is being made in the UK