

Disclosure and Barring Service (DBS) Application ID Check Documents

As part of your DBS application, we will need to confirm your identity.

Route 1

What documents need to be provided?

You must provide 3 documents – originals (not photocopies). We cannot accept documentation printed from the internet (e.g. internet bank statement).

1 document from Group 1 and 2 further documents from Group 1, 2a or 2b, **one of which MUST confirm your current address.**

Where an EEA National has been resident in the UK for five years or less, the registered body should validate identity via route one through checking a current passport or current group 1 Driving Licence (photocard) plus 2 further documents.

Document Group 1 – Primary Trusted Identity Documents

- A current valid passport (any nationality). If you have this document you **MUST** bring this with you
- Biometric Residence Permit (UK)
- A current driving licence photocard – full or provisional (UK, Isle of Man, Channel Islands and EEA). If you have this document you **MUST** bring this with you
- An Original Birth Certificate (UK) - issued within 12 months of the date 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)

Document Group 2A – Trusted Government-issued Documents

- A current driving licence photocard (full or provisional) – all countries outside the EEA (excluding Isle of Man and Channel Islands). If you have this document you **MUST** bring this with you
- A current driving licence (full or provisional) paper version (if issued before 1998) – UK, Isle of Man, Channel Islands and EEA. If you have this document you **MUST** bring this with you
- Birth certificate (UK) issued more than 12 months after birth (UK, Isle of Man, 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 or work permit (issued by a country outside the EEA). 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.

Document Group 2B – Financial/Social History Documents

The following documents must be **less than 3 months old:**

- Bank / building society statement (UK and Channel Islands or EEA)
- Credit card statement (UK or EEA)
- Utility bill / statement – electricity / gas / water / telephone (UK - NOT mobile telephone)
- Benefits statement, e.g. Child Benefit, pension (UK)
- A document from central government / local government / government agency / local council giving entitlement, e.g. from the Department for Work & Pensions, the Employment Service, HMRC (UK and Channel Islands)
- Bank / building society account opening confirmation letter (UK)
- Bank or building society statement (countries outside the EEA, issued in the last 3 months – branch must be in the country where the applicant lives and works)

The following documents must have been issued within the past 12 months:

- Mortgage statement (UK or EEA)
- Financial statement, e.g. pension, endowment (UK)
- P45 / P60 statement (UK and Channel Islands)
- Council Tax statement (UK and Channel Islands)
- Work permit / VISA (UK) – valid up to expiry date

The following documents must still be valid:

- Valid EEA National ID Card
- 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)
- 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.)

Route 2

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
- 2 further documents from either Group 2a or 2b

At least one of the documents must show the applicant's current address. UHB must then also use an appropriate external ID validation service to check the application.

Route 3

Route 3 can only be used if it is impossible to process the application through Routes 1 or 2. **EEA nationals who have been resident in the UK for 5 years or less cannot use Route 3.**

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
- 3 further documents from Group 2a or 2b

At least one of the documents must show the applicant's current address. If the applicant cannot provide these documents, they may need to be fingerprinted. You should keep a record of this discussion for internal purposes.

Not Enough Identification?

If you have checked the documents list and are currently unable to provide the necessary three pieces, the following links will enable you to apply for some of the necessary evidence:

- Passport: <https://www.gov.uk/get-a-passport-urgently/1-day-or-1-week-service> (1-week fast track service is currently £142 as of 25 June 2020)
- Provisional driving licence: <https://www.gov.uk/apply-first-provisional-driving-licence> (currently costs £34 as of 25 June 2020)
- Order copy of birth certificate: <https://www.gov.uk/order-copy-birth-death-marriage-certificate> (standard fee £11/priority fee £35 as of 25 June 2020)

DBS Update Service

All students are encouraged to subscribe to the DBS Update Service. The fee is currently £13 per year which means that provided there is no change to your status, you will not have to have another full DBS check, thus possibly saving you time and money if you are intending on working or continuing to study in an area that is reliant on receipt of DBS clearance.

To subscribe to the Update Service, you need to **retain your DBS Certificate and subscribe within 19 days of the issue date of your DBS Certificate.** Details on how to subscribe can be found at the following link: <https://secure.crbonline.gov.uk/crsc/subscriber>