

DBS ID Checking Information for Standard and Enhanced DBS Check Applications

You must ensure that the role is eligible for the level of DBS you are asking the applicant to apply for, please use the DBS Eligibility Tool to ascertain the level of check DBS will allow <https://www.gov.uk/find-out-dbs-check>. Please refer to the Eligibility guidance for standard DBS here <https://www.gov.uk/government/publications/dbs-check-eligible-positions-guidance>.

Please refer to the Eligibility guidance for enhanced DBS here <https://www.gov.uk/government/publications/dbs-workforce-guidance>.

If you are still unsure, please contact us for advice or DBS for further clarification 03000 200 190.

Identity verification is an important part of the DBS process. The identity information provided is used to search for any relevant police records and entries on our barred lists where relevant. Without accurate identity information DBS may not be able to provide full and accurate information which will impact on the safeguarding of vulnerable groups. Providing as much detail as possible on the application form and as part of the identity verification process makes it easier and quicker for DBS to accurately process applications.

Applicants should follow the [guidance on completing the DBS application](#) form and provide as much information as possible, including document number, all previous names and a full 5 year address history.

Right to Work

Employers must complete a Right to Work check on all new recruits. Guidance on how to do this can be found [here](#). If the applicant is a British Citizen check here <https://www.gov.uk/legal-right-work-uk/y> and retain on file a clear copy of their passport ensuring the copy includes the applicant's details i.e. nationality, date of birth and photograph.

Identity check rules

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 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.

The 3 Route ID Checking Process for DBS applications

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. (Please contact SCVYS about this)

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.

Document lists

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 must keep a record of the documents used to validate each identity for a minimum of **2 years**.

All documents seen 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 or documents printed from the internet i.e. bank statements. 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.

Information Discrepancies

If there are any discrepancies in the information provided by the applicant and/or the identity documents supplied and fraud is not suspected, you must ask the applicant to clarify. You must be satisfied that the discrepancies are legitimate, and all name and address information is captured on the form in the current or previous name/address section.

Discrepancies can include:

- Discrepancies between address history and references or employment history i.e. if the applicant was employed in Scotland 2 years ago but no Scottish addresses have been declared, a conversation should be had to ascertain why.
- Applicant is not currently living at their primary address – i.e. students/junior doctors. Students who live on campus during term time but still reside at their parent's address, both their permanent address and their term time or temporary residence must be included on the application form. The current address should be the address to which the applicant wishes to have their DBS certificate issued.
- Long names and/or initials on passports have an 'observations' section that should contain the full name. ID checkers should check examples of documents presented on the public register of authentic identity and travel documents online (PRADO) <https://www.consilium.europa.eu/prado/en/prado-start-page.html> to establish in non-UK issued documents presented should have a similar section.
- Different spelling of a name, i.e. an umlaut over the letter 'U', a common alternative spelling of a name (Katherine instead of Kathryn) or a hyphenated name. In these circumstances, the correct spelling as identified by the applicant should be used as the current name. Common alternative spellings and missing umlauts or hyphen do not need to be entered in previous names, but materially different names should be entered as previous names.
- Missing or additional names on ID documents i.e. a driving licence with a missing middle name. This should only be the case where an individual has changed their paper driving licence to a photocard licence. To apply for a photocard licence for the first time a passport, EEA identity card or birth certificate need to be presented to DVLA so any middle name would be recorded. If a document with a missing or additional name is accepted the current name on the application form should be the applicant's full name, including the missing or additional name.
- Recent change of name for legitimate reasons that can be evidenced i.e. by presenting a marriage certificate or deed poll. Additional names should be entered with to and from dates in ascending order. The changes need to be recent enough.

Applicants who have been adopted

If the applicant was adopted before the age of 10, they do not need to provide their surname at birth in section A of the application form, they should give their adoptive name. This is because the age of criminal responsibility is deemed to be 10 years under the Children and Young Persons Act 1933, chapter 12, section 50. This means that there is no possibility that an individual could have a criminal record in a name that was used until the age of 10.

Guidance on checking documents for indicators of fraud can be found here

<https://www.gov.uk/government/publications/recognising-fraudulent-identity-documents>

If you suspect that you have been presented with false identity or documents at the time of application, do not proceed with the application process.

- Report suspected ID fraud through [the http://www.actionfraud.police.uk/](http://www.actionfraud.police.uk/), further info on ID fraud can be found on the Metropolitan police website <http://content.met.police.uk/Site/fraudalert>
- If you suspect ID fraud once a DBS check has been submitted, you must call DBS on 03000 200 190 or e mail customerservices@dbb.gov.uk

Transgender Applicants

All applicants should be made aware of the [transgender application route](#). The transgender application route allows applicants to declare previous names and sexes without including them on the application form.

Documentary Evidence Form

Name of Applicant		Date of Birth	
Paid Worker (Please Tick)		Volunteer (Please Tick)	
Organisation		Form No	F

Group 1: Primary Identity Documents

Document	Details	Issue Date and validity	Expiry Date	DocumentRef Number
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 an 'immigration status' share code. If you do not have a UKVI account to access your eVisa you can create one online (Get access to your online immigration status (eVisa) - GOV.UK)			
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			
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	Issued by the Home Office. Must be checked against the Home Office Employer Checking Service .			
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

Current Driving Licence	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 or HM Armed Forces Veteran card	UK			
Firearms licence	UK, Isle of Man, and Channel Islands			

Group 2b: Financial and social history documents

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 i.e. pension or endowments	UK	Issued in last 12 months		
P45 or P60	UK and Channel Islands, cannot be online document	Issued in last 12 months		
Council Tax Statement	UK	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 applications	Must still be valid		
Utility Bill	UK – not mobile phone bill. Cannot be printed from an online account	Issued in last 3 months		
Benefit statement i.e. 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	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		

Employment Service, Local Authority				
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		

Notes of any discrepancies in documents

Applicant Declaration

I have read the Standard/Enhanced Check Privacy Policy for applicants and the DBS Code of Practice and understand how DBS will process my personal data and the options available to me for submitting an application <https://www.gov.uk/government/publications/standard-and-enhanced-dbs-check-privacy-policy/standard-and-enhanced-dbs-check-privacy-policy>
<https://www.gov.uk/government/publications/dbs-code-of-practice>

Applicant Name (print)

Applicant Signature

I agree that: SCVYS will post my application form by 1st or 2nd class post; SCVYS will not be held responsible for the information included in the form in the event that the application is lost by the Post Office or the Disclosure and Barring Service; In the event of a query the Disclosure & Barring Service will return my application form by 1st or 2nd class mail.

(Volunteers only)

I declare that I will not be paid to carry out my role, and will not benefit financially, other than out of pocket expenses, and am not on a training course that might lead to employment or a qualification for future employment.

Applicant Name (print)

Applicant Signature

Verifier Declaration

It is important to make sure that the law allows a DBS application to be submitted. As a verifier, you have a legal responsibility for making sure you can submit applications and must know the legislation that supports each application in case we need further clarification.

I confirm that the applicant is legally eligible for the level of DBS requested and have used the DBS information on regulated activity and the eligibility guidance/tool to inform my decision.

www.gov.uk/find-out-dbs-check

Name of Verifier

Signature

Email address

Contact No