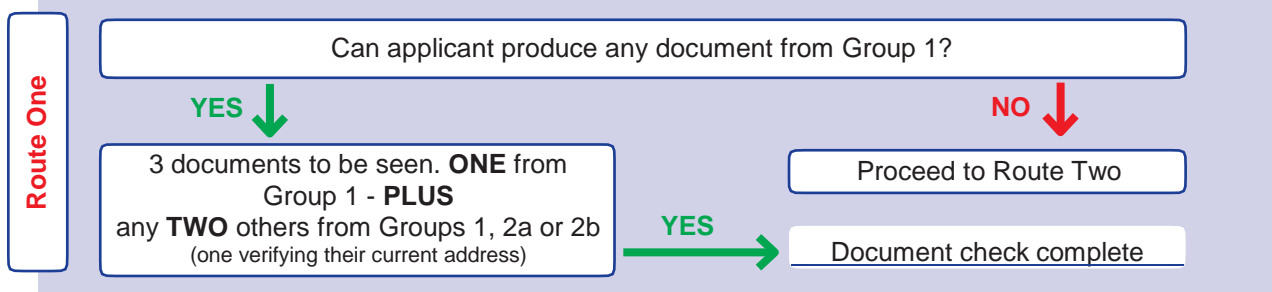


What Documents Do I Need to Produce?

Please read this flow chart in conjunction with the list of documents accepted (overleaf)

All applicants **must initially be considered for Route One** **except for Non-EEA Nationals who are seeking paid employment**. Full guidance on acceptable documents for these applicants **ONLY** can be found at: <https://www.gov.uk/government/publications/dbs-identity-checking-guidelines>

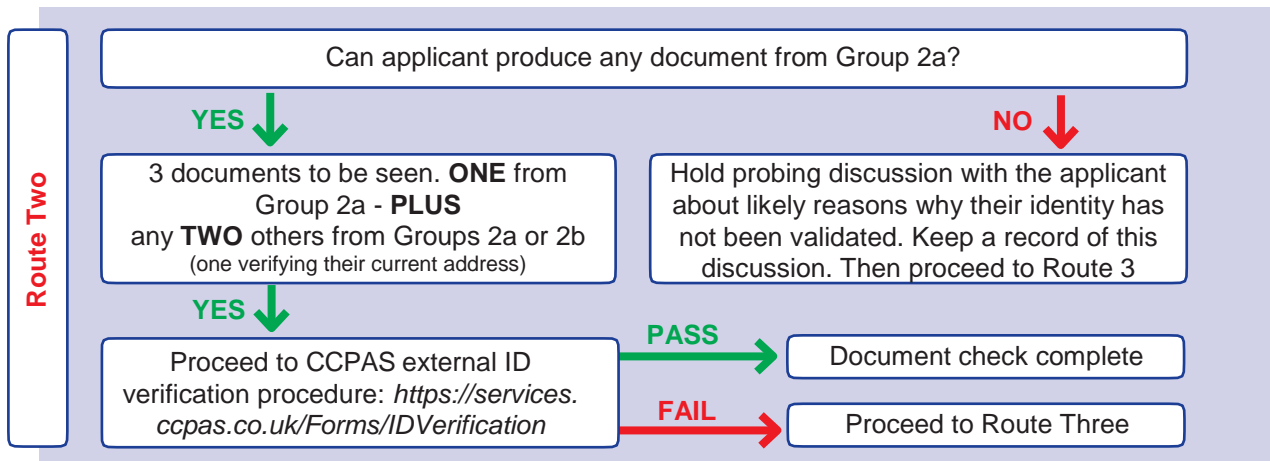
Please ensure that where an applicant has changed their name you also see the relevant documentation to validate it eg. marriage cert/deed absolute etc



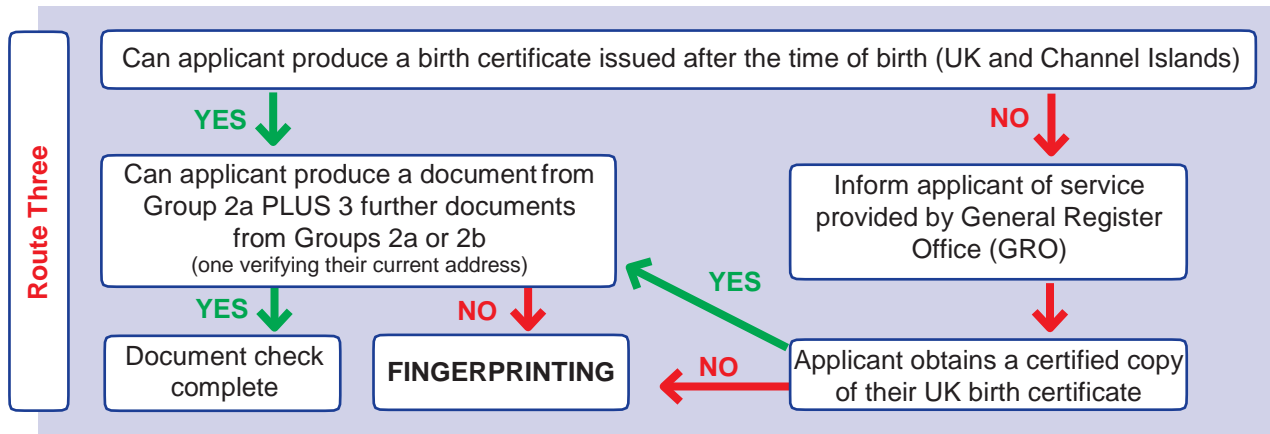
If the applicant has satisfied this route, then the document check is complete.

IMPORTANT NOTE - EEA Nationals (Non-UK): Where an EEA National has been resident in the UK for five years or less, the **Recruiter must validate identity via Route One** through the checking of a Current Passport or Current UK /EU Driving Licence plus 2 further documents. In the absence of a Group 1 document the Recruiter must inform CCPAS Disclosure Service, in writing, of a valid reason for using Route 2.

If the applicant cannot produce a Group 1 document then go to Route Two.



If you have endeavoured to use Route Two, but have been unable to validate the applicant's identity successfully, you must proceed to Route Three.



What Identity Documents Are Accepted?

Group 1 – Primary Trusted Identity Credentials

- Any current valid Passport.
- Biometric Residence Permit (UK).
- Current valid driving licence – photocard - (full or provisional). UK/Isle of Man/Channel Islands and EEA. All licences must be valid in line with current DVLA requirements.
- Birth Certificate (UK, Isle of Man and Channel Islands) - issued within 12 months of birth including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces.
- Adoption Certificate (UK and Channel Islands).

Group 2a – Trusted Government Documents

- Current valid driving licence – photocard (full or provisional). All countries outside of the EEA (excluding Isle of Man and Channel Islands)
- Current valid driving licence – paper version (if issued before 1998). UK/Isle of Man/Channel Islands and EEA (full or provisional). All licences must be valid in line with current DVLA requirements.
- Birth Certificate (UK, Isle of Man and Channel Islands) - (issued after the time of birth by the General Register Office/relevant authority i.e. Registrars).
- Marriage/Civil Partnership Certificate (UK and Channel Islands).
- 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)
- HM Forces ID Card (UK).
- Fire Arms Licence (UK, Isle of Man 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 and Channel Islands or EEA) *
- Bank/Building Society Statement (countries outside the EEA) – the branch must be in the country where the applicant lives and works.
- 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 (UK).
- P45/P60 Statement **(UK & Channel Islands).
- Council Tax Statement (UK & Channel Islands). **
- 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 bill.
- Benefit Statement* - e.g. Child Benefit, Pension.
- A document from Central/ Local Government/ Government Agency/ Local Council giving entitlement (UK & Channel Islands)*- e.g. from the Department for Work and Pensions, the Employment Service , HMRC.
- EEA National ID Card. ***
- Cards carrying the PASS accreditation logo *** (UK, Isle of Man and Channel Islands).
- Letter from Head Teacher or College Principal *** (16/19 year olds in full time education UK only – to be 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.

Denoted with *** - it must still be valid.

Not denoted – it can be more than 12 months old.

Please remember that all documents seen must be originals - the DBS won't accept photocopies or information printed from the internet.