

## DBS ID Validation Requirements – Effective from 1<sup>st</sup> July 2014

<b>Group 1 – Primary Identity Documents</b>	
Current valid passport (UK or overseas)	Biometric Residence Permit (UK)
Current driving licence - photocard & counterpart (where applicable). (UK, Isle of Man, Channel Islands and EU – full or provisional)	Birth certificate – issued at time of birth (UK, Channel Islands – including those issued by UK authorities overseas)
Adoption Certificate (UK & Channel Islands)	
<b>Group 2a – Trusted Government Documents</b>	
Current driving licence - photocard (UK and overseas)	Current driving licence – paper (UK and EU)
Birth certificate – issued any time after birth (UK & Channel Islands)	Marriage/civil partnership certificate (UK & Channel Islands)
Fire Arms Licence (UK & Channel Islands)	HM Forces ID Card (UK)
<b>Group 2b – Financial &amp; Social history documents</b>	
Mortgage statement (UK or EEA)	P45/60 Statement
Bank/Building Society Statement (UK)	Council Tax statement
Credit Card Statement (UK or EEA)	Work Permit/Visa (UK)
Financial Statement, eg Pension, investments (UK)	Sponsorship letter from employer (outside UK)
Benefit statement, eg child allowance, pension (UK)	Utility Bill
EU National ID card	Cards carrying PASS accreditation logo
Letter from Head Teacher or Principal	
A document from Central/Local Government/Government Agency/Local Authority giving entitlement (UK & Channel Islands), eg from the Department for Work and Pensions, the Employment Service, HMRC, Job Centre, Social Security, etc.	

**ID validation must be attempted in order. If you are unable to validate via Route 1, move to Route 2, if unable to validate Route 2, move to Route 3.**

<b>Route 1</b>	3 Documents	1 from Group 1 and 2 from Group 1,2a or 2b
One document must confirm the applicant's date of birth and another confirm the current address		

<b>Route 2</b>	3 Documents	1 from Group 2a and 2 from 2a or 2b + External ID check
One document must confirm the applicant's date of birth and another confirm the current address. In addition to the above, your organisation is required to conduct an external ID check (this is an automated process provided through your online system)		

<b>Route 3</b>	Birth certificate and 4 Documents	1 from 2a and 3 from Group 2a or 2b
One document must confirm the applicant's current address		

Failure to meet any of the above routes will result in the individual being sent for fingerprinting by the Police which you should be aware is likely to cause delay to the DBS application process and subsequently your recruitment process.