

## Updated ID checking guidelines in line with new right to work rules

From 1 July 2021, new rules for right to work checks will apply. EU, EEA and Swiss citizens will need to provide evidence of a lawful immigration status in the UK.

In response to these changes, the Disclosure and Barring Service (DBS) has updated the ID checking guidelines for:

- Basic DBS checks, submitted through a Responsible Organisation
- Standard and Enhanced DBS checks

The changes to the guidelines are as follows:

- In the 'UK National' route, reference to 'EEA' has been removed
- Additional detail for the primary documents has been added for the 'international' route
- An updated link to the right to work guidance has been included

The new guidance comes into effect from 1 July 2021, however we are aware that some Registered Bodies and Responsible Organisations may require a period of time to make technical changes to their online systems.

In light of this, the existing ID checking guidelines will remain on GOV.UK alongside the new guidelines, until 1 October 2021, and either version can be used up until this date.

The temporary changes that were made to the ID checking guidance in response to the COVID-19 pandemic are not affected by the above changes, and you can continue to operate in line with these.

Further details to rights to work in the UK can be found on <https://www.gov.uk/legal-right-work-uk>

## DBS Checking & Identification Process – Route 1 - September 2021

- To be used by UK Nationals (employed or volunteers).
- Non-UK Nationals who are applying for voluntary work can use this route but may need to be finger-printed, if applicant is unable to supply relevant documents.

**Minimum of 3 documents to be provided in all cases.** Collectively documents should prove identity, name, address and date of birth. **Please tick which identification documents you have viewed and verified against the application.** See applicable routes below:

**Route 1 – UK Nationals and Non-UK Nationals who wish to volunteer.** At least 1 document should be provided from Group 1. With a further 2 documents from either Group 2a or 2b.

**Route 2 – To be used by UK Nationals only and if identification documents cannot be supplied via Route 1.** At least 1 document should be provided from Group 2a. With further 2 documents from either Group 2a or 2b.

**Route 3 - To be used by UK Nationals only, if Routes 1 and 2 can't be fulfilled.** At least one of the documents must show the applicant's current address. One document must be a birth certificate issued after the time of birth (UK, Isle of Man and Channel Islands only), plus 1 document from Group 2a and 3 further documents from either Group 2a or 2b. If applicant can't provide these documents, they may need to be fingerprinted (refer to National Children's Officer).

### Group 1: Primary identity documents

Document	Notes	Evidence Supplied
Passport	Any current and valid passport	
Biometric residence permit	UK	
Current driving licence photocard - (full or provisional)	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	
Adoption certificate	UK and Channel Islands	

## Group 2a: Trusted government documents

Document	Notes	Evidence Supplied
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, and Channel Islands	
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	UK	
Firearms licence	UK, Isle of Man, and Channel Islands	

All driving licences must be [valid](#).

## Group 2b: Financial and social history documents

Documents	Notes	Issue date and validity	Evidence Supplied
Mortgage statement	UK	Issued in last 12 months	
Bank or building society statement	UK and Channel Islands	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, for example pension or endowment	UK	Issued in last 12 months	
P45 or P60 statement	UK and Channel Islands	Issued in last 12 months	
Council Tax 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 - not mobile telephone bill	Issued in last 3 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		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	Must still be valid	
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	Must still be valid	

<b>Evidence Checker – Declaration - I confirm that I have seen original identification documents to verify the above DBS application.</b>	
<b>Print Name of Evidence Checker:</b>	
<b>Telephone number:</b>	
<b>Date:</b>	