

DBS Guidance: Identification Checking Process

The DBS introduced new identity (ID) checking guidelines effective from 1st September 2012. These guidelines apply to all applications for a DBS check, for recruitment or re-checking purposes.

Identification checking process

The applicant must provide a range of identification documents (ID) as part of the DBS application process. When checking an applicants ID, you must:

- Follow the three route ID checking process as outlined in the guidance ***DBS Applications - identity checking flowchart***.
- Check and validate the information provided by the applicant on the application form/continuation sheet.
- Establish the true identity of the applicant through the examination of a range of documents as set out in this guidance.
- Ensure that the applicant provides details of all names by which they have been known, and if the name changes were official (eg. marriage), obtain UK documents to support the change. If the applicant is unable to provide these, the Safe Staffing Team will carry out a probing interview to understand and document the reasons.

If there are any discrepancies in the information provided by the applicant and/or the identity documents supplied, and fraud is not suspected, please seek clarification from the applicant. Failure to do this may compromise the integrity of the DBS service and introduce risk into safe recruitment arrangements within your service.

What process should I follow to check an applicant's ID?

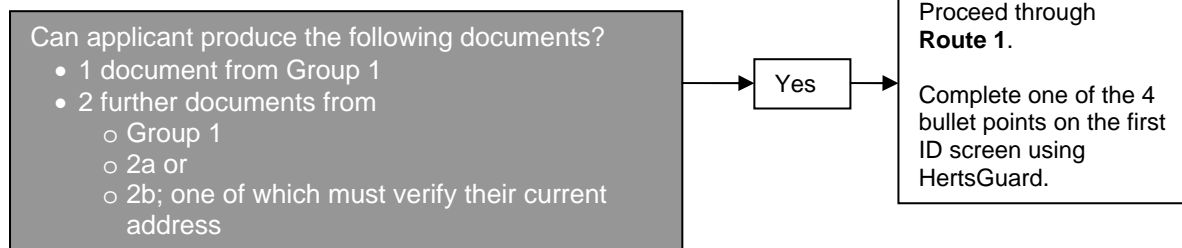
Follow the three routes as outlined in the ***DBS Applications - identity checking*** flowchart.

What if I cannot establish the applicant's ID using one of the three routes?

If you or your ID checker cannot establish an applicant's identity in accordance with DBS ID guidelines, please contact the Safe Staffing Team on 01992 555854 or via hertsDBS@hertfordshire.gov.uk.

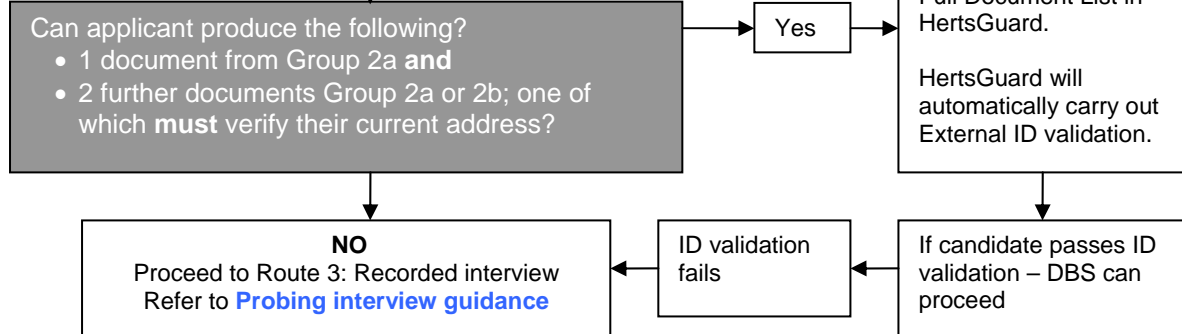
DBS Applications - identity checking flowchart

Route 1

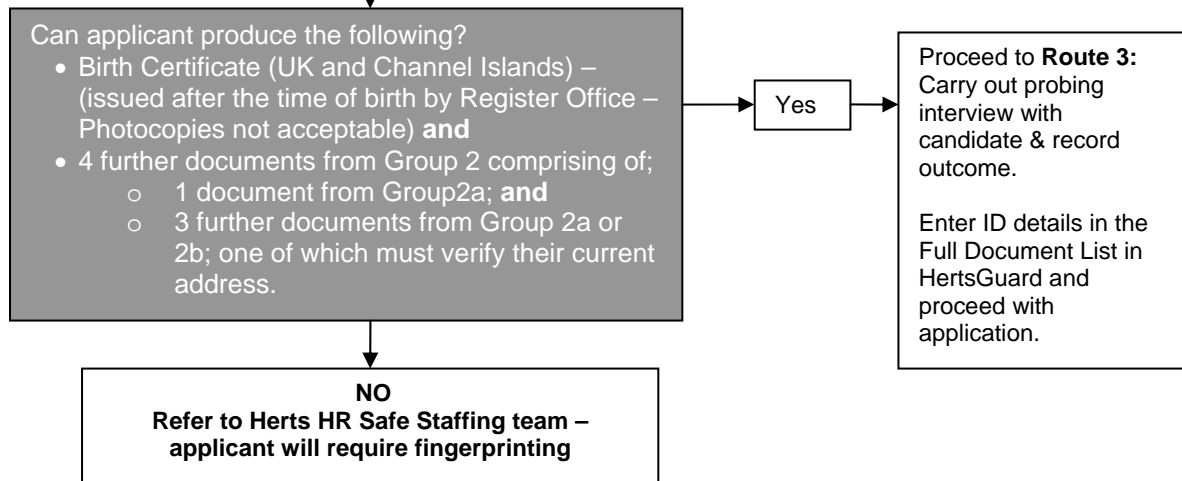


NO
Proceed to Route 2: ID validation checking
Refer to Herts HR Safe Staffing team

Route 2



Route 3



EEA Nationals (Non-UK):

All Non-EEA Nationals should be validated **via Route One only**

Where an EEA National has been resident in the UK for 5 years or less the Manager must validate identity via Route One by checking a Current Passport or Current UK Driving Licence (photo card only) plus 2 further documents.

Advice:

For advice relating to the above process, please contact the Herts HR Safe Staffing team on 01992 555854 or hertsDBS@hertsgov.uk

DBS applications:
ID Documents for validating applicant ID
from 1st September 2012

Documents no longer accepted
From 1st September 2012:

- NHS Card (UK)
- National Insurance Card (UK)
- Exam Certificates e.g. GCSE, NVQ, Degree
- TV Licence
- Insurance Certificate
- Disclosure Scotland Certificate
- DBS Certificate
- Vehicle Registration Document
- Addressed Payslip
- General Medical Council (GMC) Certificate
- Connexions Card
- Mail Order Catalogue Statement/Card Statement
- Store Card Statement
- Court Claim Form (UK)
- Documentation issued by Court Services
- Mobile Phone Bill
- Convention Travel Document (CTD) Blue
- Certificate of Identity (CID) Brown
- Stateless Person's Document (SPD) Red
- Application Registration Card (ARC)
- Certificate of British Nationality (UK)

Please note: Valid Identity Documents

If a document has the following, please note:

- denoted with * document must be less than three months old
- denoted with ** document must be issued within the past 12 months
- not denoted, document can be more than 12 months old

ALL valid documents accepted for DBS application form ID validation

Group 1 – Primary Trusted Identity Credentials

- Current valid Passport
- Biometric Residence Permit (UK)
- Current Driving Licence (UK) (Full or provisional) Isle of Man /Channel Islands;
 - Photo card only (a photo card is only valid if the individual presents it with the associated counterpart licence; except Jersey)
- Birth Certificate (UK and Channel Islands) - issued at the time of birth;
 - Full or short form acceptable including those issued by UK authorities overseas, eg Embassies, High Commissions and HM Forces

Group 2a – Trusted Government/State Issued Documents

- Current UK Driving licence (old style paper version)
- Current Non-UK Photo Driving Licence (valid only for applicants residing outside of the UK at time of application)
- Birth Certificate (UK and Channel Islands) - (issued after the time of birth by the General Register Office/relevant authority i.e. Registrars – Photocopies are not acceptable)
- Marriage/Civil Partnership Certificate (UK and Channel Islands)
- Adoption Certificate (UK and Channel Islands)
- Fire Arms Licence (UK 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 or EEA)* (Non-EEA statements must not be accepted)
- 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, ISA (UK)
- P45/P60 Statement **(UK & Channel Islands)
- Council Tax Statement (UK & Channel Islands) **
- Work Permit/Visa (UK) (UK Residence Permit) **
- 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
- Benefit Statement* - e.g. Child Allowance, Pension
- A document from Central/ Local Government/ Government Agency/ Local Authority giving entitlement (UK & Channel Islands)*- e.g. from the Department for Work and Pensions, Employment Service, Customs & Revenue, Job Centre, Job Centre Plus, Social Security
- EU National ID Card
- Cards carrying the PASS accreditation logo (UK and Channel Islands)
- Letter from Head Teacher or College Principal (16/17 year olds in full time education - only used in exceptional circumstances when all other documents have been exhausted)

Please also note that:

- You must only accept valid, current and original documentation.
- You must not accept photocopies.
- You must not accept documentation printed from the internet e.g. internet bank statements.
- Identity information for the applicant's name, date of birth and address recorded in Section A and Section B on the DBS application form must be validated.
- You should in **the first instance, seek documents with photographic identity** (e.g. passport, new style driving licence, etc.) and for this to be compared against the applicant's likeness.
- **All documents must be in the applicant's current name** as recorded in Section A
- **One document must confirm the applicant's date of birth** as recorded in Section A.
- You must ensure that the applicant declares all previous change of name, and **provides UK documentary proof to support the change of name**. If this is not possible, the Safe Staffing Team will need to carry out a probing interview with the applicant to understand the reasons.
- **You must see at least one document to confirm the applicant's current address** as recorded in Section B, in accordance with the guidance.
- You must provide a full and continuous address history covering the last five years. Where possible you should seek documentation to confirm this address history.
- You should cross-match the applicant's address history with any other information you have been provided with as part of the recruitment, such as their CV. This can highlight if an address has not been given e.g. if the applicant's CV shows that they have worked in Liverpool in the last five years but the application form only shows London addresses, you may wish to question the applicant further about this.
- A document from each of the groups should be included only once in the document count e.g. do not accept two bank statements as two of the required documents, if they are from the same bank.
- 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.