**New ID from 01st July 2021 - Continuation Sheet – Documentary Evidence**

Umbrella Body for DBS

**Please TICK ALL identification sighted below and return with the Disclosure Application form**

|  |  |  |  |
| --- | --- | --- | --- |
| **Group 1: Primary identity documents** | **Notes** | | Ok, Check, Todo, Agenda, Icon, Symbol, Tick, To Do, Gui |
| Passport | Any current and valid passport | |  |
| Irish Passport | Passport issued in Ireland ONLY | |  |
| 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** | **Notes** | |  |
| 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, Channel Islands and Isle of Man | |  |
| **Group 2b: Financial and social history documents** | **Notes** | |  |
| 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 |  |
| Irish Passport Card | Cannot be used with Irish passport | Must still be valid |  |
| EEA National ID card |  | 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 |  |

**Applicant’s full Name (insert here) Form Reference Number: F01**

**Evidence Seen and checked by (PRINT NAME):**

**Evidence Seen and Checked by (Signature): Date:**

PLEASE SEE BELOW DEFINITION OF ROUTE ONE, TWO AND THREE

If you are unsure at any time when checking an applicant’s evidence please use either the definitions below to help or alternatively you are able to view the DBS guidelines using the link below:

|  |
| --- |
| Satisfying Route One |
| The applicant must be able to show:   * 1 document from Group 1 * 2 further documents from either Group 1, or Group 2a or 2b   **At least one of the documents must show the applicant’s current address** |
| **Satisfying Route Two** |
| If the applicant is unable to provide a Group 1 document, then you should proceed to Route Two. In the first instance, the applicant must produce 3 documents in total:   * + 1 document from Group 2a; and   + 2 further documents from Groups 2a or 2b, one of which must verify their current address.   Once satisfied with these documents, you need to use an appropriate external ID validation service to establish the applicants name and living history footprint.  **If you need to carry out Route Two checking United Medicare are able to assist you with this, as United Medicare are working closely with an external ID checker. This will be at an additional cost to the DBS fee and including the cost of the external ID Check and United Medicare’s admin fee it will be £8.00.** |
| **Satisfying Route Three** |
| 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 * 3 further documents from Group 2a or 2b   At least one of the documents must show the applicant’s current address. If the applicant can’t provide these documents they may need to be fingerprinted. |

[**https://www.gov.uk/government/publications/dbs-identity-checking-guidelines/id-checking-guidelines-for-standardenhanced-dbs-check-applications-from-1-july-2021**](https://www.gov.uk/government/publications/dbs-identity-checking-guidelines/id-checking-guidelines-for-standardenhanced-dbs-check-applications-from-1-july-2021)

* **you must only accept valid, current and original documentation**
* **you must not accept photocopies, and it MUST NOT be printed from the internet**

**PLEASE ENSURE EACH ONE OF YOUR APPLICANT’S COMPLETES AND SIGNS THEIR ‘PRIVACY POLICY FOR APPLICANT’S’ FOR ENHANCED/STANDARD DBS CHECKS, THIS WILL EXPLAIN TO APPLICANTS HOW THEIR PERSONAL DATA WILL BE USED AND OUTLINES THEIR RIGHTS UNDER GDPR. WE WILL HAVE ENCLOSED A NUMBER OF THESE FOR YOU ALREADY OR SENT THIS VIA EMAIL AT YOUR REQUEST.**

**ALTERNATIVLY YOU CAN ALSO OBTAIN THEM FROM THE** [**www.unitedcrb.com**](http://www.unitedcrb.com) **WEBSITE AND PRINT THESE FROM THE DOWNLOADS SECTION FOR EACH APPLICANT.**