

Basic Checks – Lists of Acceptable ID:

The lists of acceptable ID that can be used for Basic DBS and Basic Scotland checks are different:

- Pages 1-2: Basic DBS ID List
- Page 3: Basic Scotland ID List

Basic DBS Checks - List of Acceptable Identification

From July 2021: 2 x Routes can be taken *except for Paid Non-UK nationals.

An authorised ID Checker/Application Manager must see and verify an applicant's original ID in accordance with the Basic DBS ID Checking Guidelines. This list/process is stipulated by the DBS. It cannot be changed/altere d/avoided. If an applicant cannot provide ID in accordance with this list a DBS check cannot be obtained.

Route 1 – For all applicants except paid non-UK nationals
(2 documents to be seen)

1 document from Group 1.
1 further document from Group 1, 2a or 2b

Combination of documents must confirm name, DOB & current address.

If unable to satisfy Route 1, proceed to Route 2.



Route 2 – For all applicants except paid non-UK nationals
(3 documents to be seen)

1 document from Group 2a.
2 further documents from Group 2a or 2b.

Combination of documents must confirm name, DOB & current address.

If unable to satisfy Route 2, Basic check cannot be submitted.

***For paid non-UK nationals only**
(2 documents to be seen)

1 document from Group 1a.
1 further document from Group *1, 2a or 2b

*Group 1 documents cannot be a duplicate of the Group1a document used.

Combination of documents must confirm name, DOB & current address.

There are no alternative routes. If unable to satisfy this route, a Basic DBS check cannot be submitted.

Basic DBS Group 1

Primary Identity Documents

- Current valid Passport
- Biometric Residence Permit (UK)
- Current Driving Licence – photo card (UK / Isle of Man / Channel Islands) (Full or Provisional)
- Birth Certificate (UK / Isle of Man / Channel Islands) (Issued within 12 months of birth)
Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions & HM Forces. (Photocopies are not acceptable)
- Adoption Certificate (UK / Channel Islands)

Basic DBS Group 1a

Primary Identity Documents for non-UK nationals

- A current passport or passport card showing that the holder is a national of the Republic of Ireland.
- A current document issued by the Home Office to a family member of an EEA or Swiss citizen, and which indicates that the holder is permitted to stay in the United Kingdom indefinitely.
- A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK.
- Online evidence of immigration status. Either via the View and Prove service or using the BRP or BRC online service. Issued by the Home Office to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question. Must be valid. Note: this includes the EUSS digital status confirmation.
- A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an

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official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.

- A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
- A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.
- A current document issued by the Home Office to a family member of an EEA or Swiss citizen, and which indicates that the holder is permitted to stay in the United Kingdom for a time limited period and to do the type of work in question.
- A frontier worker permit issued under regulation 8 of the Citizens' Rights (Frontier Workers) (EU Exit) Regulations 2020.
- A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
- A document issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules on or before 30 June 2021 together with a Positive Verification Notice from the Home Office Employer Checking Service.
- An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service.
- A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.

Basic DBS Group 2a

Trusted Government Documents

- Current Driving Licence – photo card only (All Countries except Group 1) (Full or Provisional)
- Current Driving Licence – paper version (UK / Isle of Man / Channel Islands) (Full or Provisional)
- Birth Certificate (UK / Isle of Man / Channel Islands) (Issued after the time of birth)
- Marriage / Civil Partnership Certificate (UK / Channel Islands)
- HM Forces ID Card (UK)
- Fire Arms Licence (UK / Isle of Man / Channel Islands)
- Immigration document, work permit or VISA (Issued outside of UK) (Valid only for roles whereby applicant is living and working outside of UK.)

Basic DBS Group 2b

Financial & Social History Documents

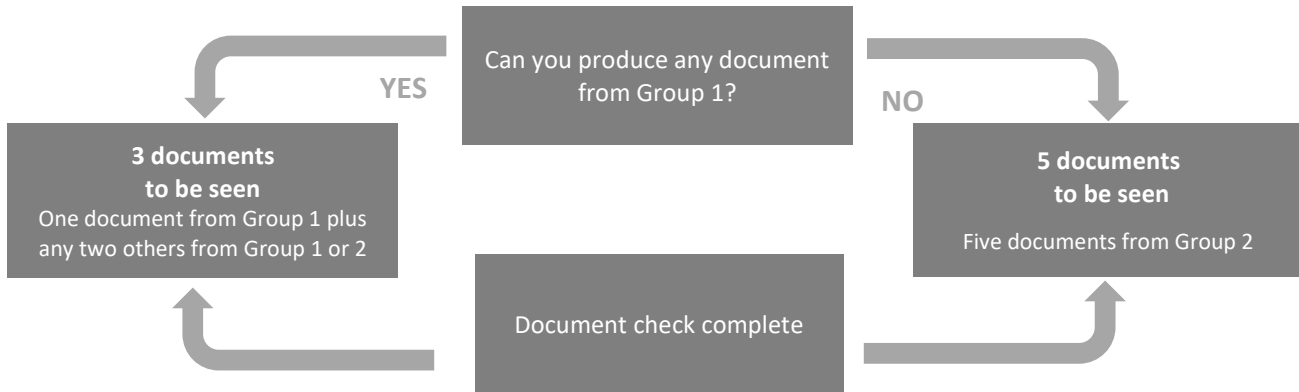
- Mortgage Statement (UK) **
- Bank/Building Society Statement (UK / Channel Islands) *
Monzo statements or statements printed from the internet are not acceptable
- Bank/Building Society Account Opening Confirmation Letter (UK) *
- Credit Card Statement (UK) *
- Financial Statement e.g. pension, endowment, ISA (UK) **
- P45/P60 Statement (UK / Channel Islands) **
- Council Tax Statement (UK / Channel Islands) **
- Utility Bill (UK) - Not Mobile Phone *
- Benefit Statement (UK) e.g. Child Allowance, Pension *
- Document from Central/ Local Government/ Government Agency/ Local Authority (UK / Channel Islands) *
e.g. DWP, Employment Service, HMRC, Job Centre, Social Security
- EEA National ID Card – must be valid
- Cards carrying the PASS accreditation logo (UK / Isle of Man / Channel Islands) – must be valid
- Irish Passport Card – must be valid (Cannot be used with an Irish Passport)
- Letter from Head Teacher or College Principal (16-19 year olds in full time education in the UK)
- Non-UK Bank/Building Society Statement *
Branch must be located in the country in which the applicant lives and works
- Letter of Sponsorship from future employer
Non-UK only – valid only for applicants residing outside UK at time of application

Please note if a document in the List of Valid Identity Documents is:

- Denoted with * - issued in the last 3 months
- Denoted with ** - issued in the last 12 months

Basic Disclosure Scotland Checks - List of Acceptable ID

An authorised ID Checker/Application Manager must see and verify the applicant's original ID. This list/process is stipulated by Disclosure Scotland. It cannot be changed/alterd/avoided. If an applicant cannot provide ID in accordance with this list a Basic Scotland check cannot be obtained.



Basic Scotland Group 1

Primary Identity Documents

- Current valid Passport (any nationality)
- Current UK Driving Licence – photo card or paper (England/Wales/Northern Ireland/Isle of Man) (Full or Provisional)
- UK Birth Certificate (Issued within 12 months of date of birth) - Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions & HM Forces.
- Adoption Certificate (UK)
- Valid photo identity card (EU countries only)
- UK Firearms Licence
- HM Forces ID card (UK)

Basic Scotland Group 2

Issued whenever

- UK Birth Certificate (Issued after 12 months of DOB, full or short form)
- Marriage/Civil Partnership Certificate
- P45/P60 Statement
- Utility Bill (electricity, gas, water, telephone – including mobile phone contract/bill)
- Valid TV licence
- Credit card statement
- Store card statement
- Mortgage statement
- Valid insurance certificate
- Certificate of British nationality
- Asylum Registration Card
- Valid vehicle registration document
- Court summons
- Valid NHS card
- Court Claim Form
- National insurance number card
- Examination certificate (e.g. GCSE, NVQ)
- Child benefit book

Issued within last 3 months

- Personal correspondence or a document from a Government Department
- Mail order catalogue statement
- Addressed payslip
- Letter from a Head Teacher

Issued within last 12 months

- British work permit/visa
- Bank or Building Society Document
- Financial statement e.g. pension, endowment, ISA