

## DBS ROUTE 1 DOCUMENTARY IDENTIFICATION EVIDENCE CHECKLIST

<b>FULL NAME OF APPLICANT</b>	
<b>DATE OF BIRTH</b>	
<b>APPLICATION NUMBER (on top right corner of application form)</b>	

The applicant must provide a range of ID documents as part of the DBS check application process. As an employer you must:

- follow the three route ID checking process as outlined;
- 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;
- make sure the applicant provides details of all names by which they have been known;
- make sure the applicant provides details of all addresses where they have lived in the last five years;
- check that the application form is fully completed and the information it contains is accurate. Failing to do this can result in delays.

Full instructions for employers carrying out a DBS identity check can be found at:

<https://www.gov.uk/government/publications/dbs-identity-checking-guidelines/id-checking-guidelines-for-dbs-check-applications-from-3-september-2018>

Route 1 should always be used for all nationals of the UK or the European Economic Area (EEA). If it is not possible to verify the applicant's identity through this route, please consult Oxfordshire Youth for further advice. If the applicant is not a national of the UK or the EEA, they must use a different route for paid work in the UK. They should still use Route 1 for voluntary work.

The list of valid identity documents is shown below. Only valid, current and original documents are acceptable. The applicant must provide three documents in total: one from Group 1 and two further documents from Group 1, 2a or 2b, one of which must verify their current address.

Once this checklist has been signed, it should be returned to Oxfordshire Youth with the applicant's DBS application form.

<b>GROUP 1: Primary Identity Documents</b>	<b>Tick if seen</b>
Passport (any current and valid passport)	
Biometric Residence Permit (UK)	
Current driving licence photocard - full or provisional (UK, Isle of Man, Channel Islands and EEA)	
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)	

<b>GROUP 2a: Trusted Government Documents</b>	<b>Tick if seen</b>
Current driving licence photocard - full or provisional (All countries outside the EEA, excluding Isle of Man and Channel Islands)	
Current driving licence (full or provisional) - paper version (if issued before 1998) (UK, Isle of Man, Channel Islands and EEA)	
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 EEA. Valid only for roles whereby the applicant is living and working outside of the UK. Visa/permit must relate to the non EEA country in which the role is based)	
HM Forces ID card (UK)	
Firearms licence (UK, Channel Islands and Isle of Man)	

<b>GROUP 2b: Financial and Social History Documents</b>	<b>Tick if seen</b>
Mortgage statement (UK or EEA) issued in last 12 months	
Bank or building society statement (UK/Channel Islands/EEA) issued in last 3 months	
Bank or building society statement (Countries outside EEA) issued in last 3 months - branch must be in the country where applicant lives and works	
Bank or building society account opening confirmation letter (UK) issued in last 3 months	
Credit card statement (UK or EEA) issued in last 3 months	
Financial statement, for example pension or endowment (UK) issued in last 12 months	
P45 or P60 statement (UK or Channel Islands) issued in last 12 months	
Council Tax statement (UK or Channel Islands) issued in last 12 months	
Letter of sponsorship from future employment provider (non-UK or non-EEA only - valid only for applicants residing outside of the UK at time of application). Must be still valid.	
Utility bill (UK – not mobile phone) issued in last 3 months	
Benefit statement, for example Universal 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 be still valid.	
Irish Passport Card (cannot be presented in addition to an Irish Passport). Must be still valid.	
Cards carrying the PASS accreditation logo (UK, Isle of Man, Channel Islands). Must be still 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 be still valid.	

**If you have been unable to establish the applicant's identity through any the above routes, do not complete line 59 of the DBS application form.**

**Please tick both boxes and fill in the details below**

I have established the true identity of the applicant by examining the 3 documents shown above

I can verify that at least one of these documents verifies the applicant's CURRENT address

Verifiers signature: ..... Date:.....

Verifier's name: ..... Organisation .....

Verifier's email address: ..... Contact tel. no.....

