

**DBS ID Validation Requirements – Effective from 24th October 2017**

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| **Group 1 – Primary Identity Documents** | |  |
| Current Valid Passport UK or overseas | Adoption Cert UK & Channel Islands |
| Current Driving Licence – photo card (UK, Isle of Man or Channel Islands and EU) - full or Prov | Birth Certificate - issued within 12 months of birth (UK & Channel Islands inc those issued by UK authorities overseas) |
| Biometric Residence Permit (UK) |  |
| **Group 2a - Trusted Government Documents** | |
| Current Driving Licence – photo card. All countries full or provisional. Must be valid in the UK | Current Driving Licence - paper version (UK, Isle of Man, Channel Islands and EU – Full or provisional) Must still be valid. |
| Birth Certificate - issued after time of birth (UK & Channel Islands) | Marriage/Civil Partnership Certificate (UK & Channel Islands) |
| Firearms Licence (UK, Channel Islands & Isle of Man) | HM Forces ID Card (UK) |
| Immigration Document, visa or work permit (issued by a country outside the EEA. Valid 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) | |
| **Group 2b - Financial & Social History Documents** | |
| Utility Bill (UK - not mobile telephone bill) - issued in last 3 months (must be originals, downloads from internet are not acceptable) | P45/P60 Statement (UK & Channel Islands) - issued in last 12 months |
| Bank/Building Society Statement (UK, Channel Islands or EEA) - issued in last 3 months | Bank or Building Society Account Opening Confirmation Letter (UK) - issued in last 3 months |
| Council Tax Statement (UK & Channel Islands) - issued in last 12 months | Credit Card Statement (UK or EAA) - issued in last 3 months |
| Financial Statement, e.g. Pension or Endowment (UK) issued in last 12 months | Cards carrying the PASS accreditation logo (UK & Channel Islands) Must still be valid |
| Benefit Statement, e.g. Child Benefit, Pension (UK) - issued in last 3 months | Mortgage Statement (UK or EEA) - issued in last 12 months |
| EEA National ID Card. Must be current | Work Permit/Visa (UK) to Expiry date |
| Letter from Head Teacher or College Principal (UK) - for 16 to 19 year olds still in full time education and only in exceptional circumstances where other documents cannot be provided | Sponsorship letter from future employer (Non-UK or non-EEA only) - only valid for applicants residing outside of the UK at time of application. Must still be valid |
| A document from Central or Local Government/Government Agency/Local Council giving entitlement, e.g. from the Department for Work and Pensions, the Employment Service, HMRC, etc. (UK & Channel Islands) - issued in last 3 months | |

**ID validation must be attempted in order. If you are unable to validate via Route 1, move to Route 2. If you are unable to validate via Route 2, move to Route 3.**

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| **Route 1** | 3 Documents | 1 document from Group 1 and 2 further documents from either Group 1, 2a or 2b |
| At least one document must confirm the applicant’s current address | | |
| **Route 2** | 3 Documents | 1 document from Group 2a and 2 further documents from either Group 2a or 2b |
| At least one document must confirm the applicant’s current address. In addition to this we are required to conduct an external ID verification check (this is an automated process provided through the online system)  **A charge of £4.80 inc vat will be incurred and will be invoiced to you for this check** | | |
| **Route 3** | Birth Certificate issued after the time of birth (UK and Channel Islands) plus 4 Documents (1 document from Group 2a and 3 further documents from Group 2a or 2b) | |
| At least one document must confirm the applicant’s current address | | |

Failure to meet any of the above routes will result in the individual being sent for fingerprinting by the Police. Please be aware that this will result in a delay to the DBS application process and subsequently your recruitment process. In this situation, please contact the ESC Service Desk 0300 3030222 as a paper based DBS application will need to be completed.