

DBS Identity Checks

The Academy Trust verifies your identity by following the two route process as stipulated by the [Disclosure and Barring Service](#).

Route One

Can you produce a document from Group 1? If yes then 3 documents are required as follows:

- 1 document from Group 1 **and**
- 2 further documents from Group 1 or 2, one of which must verify their current address.

European Economic Area (EEA) Nationals (Non-UK)

Where an EEA National has been resident in the UK for less than five years their identity should be validated via Route One by checking a current passport or current UK photo card Driving Licence plus 2 further documents. In the absence of a Group 1 document there must be a valid reason for using Route Two.

All Non EEA Nationals must be validated using Route One only.

Route Two

You must produce:

3 documents from Group 2 comprising of:

- 1 document from Group 2a **and**
- 2 further documents from Group 2a or 2b one of which verifies their current address: **and**
- You will need to be checked by an external validation service who will check you against their records to establish your name and living history footprint. This will be carried out automatically through the online DBS system.
- If you fail the external ID validation check at route 2 the DBS process will be halted until further clarification is obtained.

Please note if there has been a change of name since the documents below were issued you will need to provide proof of this such as a marriage certificate, divorce document, deed poll, adoption certificate or other statutory declaration.

List of Valid Identity Documents

Group 1 – Primary Trusted Identity Credentials

- Current valid Passport – UK or EEA (or Non-EEA in combination with a Biometric Residence Permit or current Work Permit/Visa valid up to the expiry date)
- 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 & Channel Islands) - issued at time of birth;
- Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces. (Photocopies are not acceptable)

Group 2a – Trusted Government / State Issued Documents

- Current UK Driving licence (old style paper version)
- Current Non-UK Photo Driving Licence - this can be used up to 12 months from the date the applicant entered the UK. Please note - This document may still be used to verify the identity for applicants prior to arriving in the UK
- Birth Certificate (UK & 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)
- Adoption Certificate (UK and Channel Islands)
- HM Forces ID Card (UK)
- 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) valid up to the expiry date.
- 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, the 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 (UK only) (16/17 year olds in full time education – only used in exceptional circumstances when all other documents have been exhausted).

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

- denoted with * - it should be less than three months old
- denoted with ** - it should be issued within the past 12 months
- Otherwise, **it can be more than 12 months old**