

Valid Documents for DBS Identity Checks for non-UK nationals

Please note that:

- You must only supply valid, current and original documentation.
- Photocopies or documentation printed from the internet e.g. internet bank statements are not acceptable.
- You must ensure that you declare all previous name changes on your application, and you must provide documentary proof to support each change of name.
- All documents must be in your current name as recorded in Section A (Documents in a previous name can be accepted ONLY where you can provide documentation supporting the name change because of: a marriage/civil partnership (marriage/civil partnership certificate), divorce/civil partnership dissolution (decree absolute/civil partnership dissolution certificate), deed poll (Deed Poll certificate)
- One document must confirm your date of birth.
- One document must confirm your current address.
- A document from each of the groups should be included only once in the document count. *e.g. do not include two bank statements as two of the required documents, if they are from the same bank.*

If you are a Volunteer - You must supply **ONE** document from Group 1 **and TWO** further documents from Group 1, 2a or 2b

(If you are unable to supply these documents you will need to complete a paper application form and go for fingerprinting. This will require your attendance at a Police Station at an appointed time – this may cause delay to the application process).

If you are a Paid applicant – You must supply **ONE** document from the Primary Document list and **TWO** further documents from Group 1, 2a or 2b

(If you are unable to supply these documents you will not be able to apply for a DBS check).

Non-EEA nationals who are eligible for a DBS check and receiving payment for work, even if it is an allowance e.g. a foster carer must use the paid work route. However, you could also supply one document from Group 1 and 2 further documents from either Group 1, 2a or 2b if you are an adult household member:

- in a fostering household
- in a childminding household
- in a host family
- living where 'work with children' takes place e.g. living in a boarding school

Primary Documents

- 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 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.

Group 1	Group 2a	Group 2b
<ul style="list-style-type: none"> • Current Valid Passport – Any current and valid passport • Biometric Residence Permit - (UK) • Current Photo Card Driving Licence (full or provisional) - (UK, Isle of Man and Channel Islands) • Birth Certificate issued within 12 months of birth - (UK, Isle of Man & Channel Islands) - Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces • Adoption Certificate - (UK & Channel Islands) <p>A passport or biometric residence permit can only be used as a supporting document if it's not already being used as a primary document.</p>	<ul style="list-style-type: none"> • Current Photo Card Driving Licence (full or provisional) - All countries outside the UK (excluding Isle of Man and Channel Islands). • Current UK Driving Licence Paper Version (full or provisional) (if issued before 1998) - (UK, Isle of Man and Channel Islands) • Birth Certificate – issued over 12 months from the date of birth - (UK, Isle of Man & Channel Islands) • Marriage/Civil Partnership Certificate - (UK & 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) • Fire Arms Licence - (UK, Channel Islands and Isle of Man) 	<ul style="list-style-type: none"> • Mortgage Statement (UK)** • Bank/Building Society Statement (UK and Channel Islands)* • Bank or building society statement – (All 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)* • Credit Card Statement (UK)* • Financial Statement (UK)** (e.g. pension, endowment, ISA) • P45/P60 Statement (UK & Channel Islands)** • Council Tax Statement (UK & Channel Islands)** • Valid Letter of sponsorship from future employment provider – (Non-UK only - valid only for applicants residing outside of the UK at time of application) • Utility Bill (UK)* - NOT Mobile Telephone • Benefit Statement (UK)* (e.g. Child Allowance, Pension) • A document from Central/Local Government/Government Agency/Local Authority giving entitlement (UK and Channel Islands)* • Valid EEA National ID Card • Valid Cards carrying the PASS accreditation logo (UK, Isle of Man and Channel Islands) • Letter from Head Teacher or College Principal (UK) for 16-19 year olds in full time education - only used in exceptional circumstances when all other documents have been exhausted

NOTE: Documents Denoted with: * Should be less than three months old - ** Should be issued within last 12 months