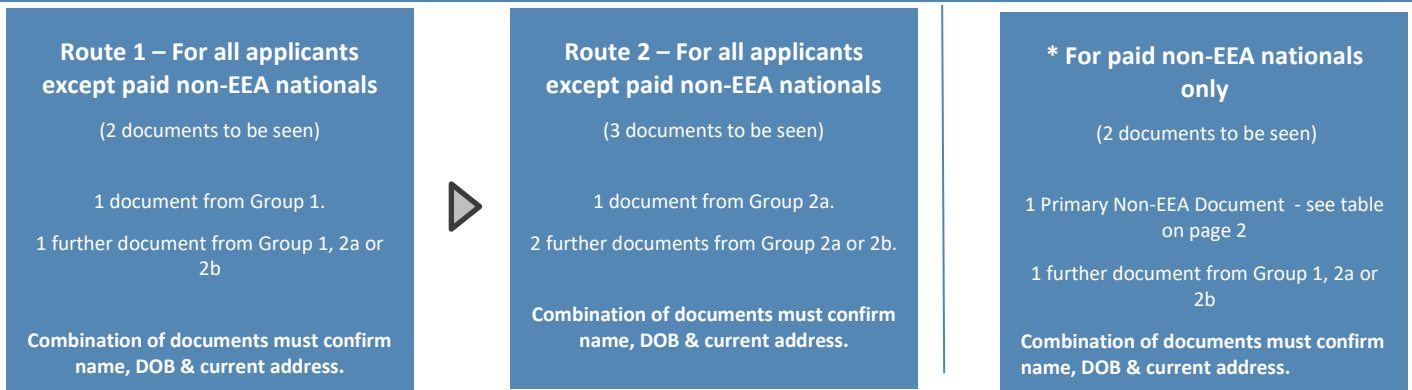


## Basic Checks – Lists of Acceptable ID:

The lists of acceptable ID that can be used for Basic DBS applications and Basic Scotland are different – see tables below. Original documents must be seen by a nominated ID checker/Application Manager.

### Basic DBS List of Acceptable Identification: 2 x Routes can be taken \*except for Paid non-EEA nationals. You must verify applicant’s ID in accordance with the DBS ID Checking Guidelines.



#### Basic DBS Group 1 Primary Identity Documents

- Current valid Passport
- Current Biometric Residence Permit (UK)
- Current Driving Licence – photo card (UK / Isle of Man / Channel Islands and EEA) (Full or Provisional)
- Adoption Certificate (UK / Channel Islands)
- 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 not acceptable)

#### 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 / EEA) (Full or Provisional)
- Birth Certificate (UK / Isle of Man / Channel Islands) (Issued after time of birth)
- Marriage / Civil Partnership Certificate (UK / Channel Islands)
- HM Forces ID Card (UK)
- Fire Arms Licence (UK / Isle of Man / Channel Islands)
- Non-EEA Immigration Document/VISA/Work Permit – Valid

#### Basic DBS Group 2b Financial & Social History Documents

- Mortgage Statement (UK or EEA) (Non-EEA Statements not accepted) \*\*
- Bank/Building Society Statement (UK / Channel Islands / EEA) (Non-EEA Statements not accepted) \*
- Bank/Building Society Account Opening Confirmation Letter (UK)
- Credit Card Statement (UK or EEA) (Non-EEA Statements not accepted) \*
- 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) \*

Basic DBS Group 2a Trusted Government Documents	Basic DBS Group 2b Financial & Social History Documents
only when applicant is living and working outside of UK	e.g. DWP, Employment Service, HMRC, Job Centre, Social Security <ul style="list-style-type: none"> <li>• EEA National ID Card – must be valid</li> <li>• Cards carrying the PASS accreditation logo (UK / Isle of Man / Channel Islands) – must be valid</li> <li>• Letter from Head Teacher or College Principal (16-19 year olds in full-time education in the UK)</li> <li>• Non-EEA Bank/Building Society Statement Valid only for roles where applicant is living and working outside of UK – Statement must be from country where role is based</li> <li>• Letter of Sponsorship from future employer Non-UK or Non-EEA only – valid only for applicants residing outside UK at time of application</li> </ul>
<p><b>Please note if a document in the List of Valid Identity Documents is:</b></p> <ul style="list-style-type: none"> <li>• Denoted with * - issued in the last 3 months</li> <li>• Denoted with ** - issued in the last 12 months</li> </ul>	

**\* Paid Non-EEA Nationals** (2 x documents to be seen) 1 x Primary Document (\*see below) plus 1 x Supporting Documents from Group 1, 2a or 2b (in tables above).

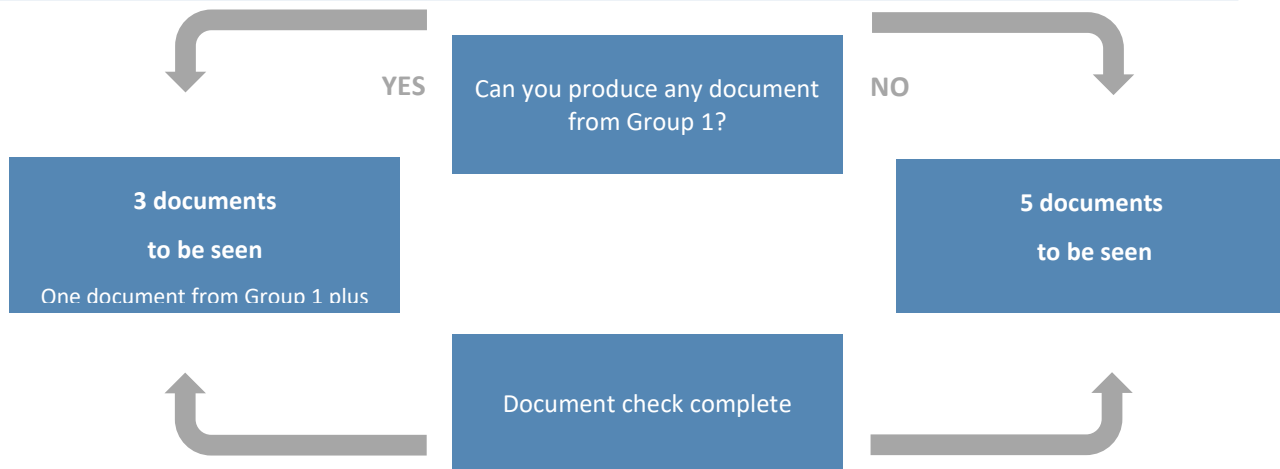
#### Basic DBS Primary Non-EEA Documents

- **Current Biometric Immigration Document (Biometric Residence Permit) (UK)**  
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
- **Current Biometric Immigration Document (Biometric Residence Permit) (UK)**  
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
- **Current valid 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
- **Current valid 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
- **Certificate of Application issued by the Home Office under regulation 17(3) or 18A(2) of the Immigration (European Economic Area) Regulations 2006 (UK):** To a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is **less than 6 months old together with a Positive Verification Notice** from the Home Office Employer Checking Service
- **Application Registration Card (UK)**  
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

#### Applicants providing one of the following documents must also provide a current valid Passport:

- **Current Residence Card (including an Accession Residence Card or a Derivative Residence Card) (UK)**  
Issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence
- **Current Immigration Status Document (UK) Photo:** 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
- **Current Immigration Status Document (UK) Non Photo:** 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

# Basic Scotland List of Acceptable Identification



### 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)
- Original 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

- Non-original UK Birth Certificate (Issued after 12 months of date of birth, 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