List of Acceptable Identification for DBS Checks

Basic DBS Checks

The 2 Route ID Checking Process

You must use route 1 where possible. You can only move on to route 2 if the applicant is unable to present the documents needed in route 1.

Route 1

The applicant must be able to show:

- One document from Group 1,
- One document from either Group 1, or Group 2a, or 2b,

The combination of documents presented must confirm the applicant's name and date of birth. If this can't be achieved within 2 documents a third can be selected.

The applicant should have their identity validated using Route 1. If an applicant can't provide Route 1 documents, Route 2 may be used once the ID checker is satisfied there's a valid reason following a discussion with the applicant.

Route 2

If the applicant doesn't have any of the documents in Group 1, they must be able to show:

- One document from Group 2a,
- Two Further documents from either Group 2a, or 2b,

The combination of documents presented must confirm the applicant's name and date of birth.

If an applicant is unable to provide this documentation they can't submit an application for a DBS basic check.

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Standard and Enhanced DBS Checks

The 3 Route ID Checking Process

You must use route 1 where possible. You can only move on to route 2 if the applicant is unable to present the documents needed in route 1.

Route 1

The applicant must be able to show:

- One document from Group 1,
- Two further documents from either Group 1, or Group 2a, or 2b,

The combination of documents presented must confirm the applicant's name and date of birth.

Route 2

Route 2 can only be used if it's impossible to process the application through Route 1.

The organisation conducting the ID check must then also use an appropriate external ID verification service to check the application.

If the applicant doesn't have any of the documents in Group 1, then they must be able to show:

- One document from Group 2a
- Two further documents from either Group 2a or 2b

The combination of documents presented must confirm the applicant's name and date of birth.

Matrix can support you in obtaining an external ID verification, please contact us to discuss this.

Route 3

Route 3 can only be used if it's impossible to process the application through Routes 1 or 2.

For Route 3, the applicant must be able to show:

- a birth certificate issued after the time of birth (UK, Isle of Man and Channel Islands)
- one document from Group 2a
- three further documents from Group 2a or 2b

The combination of documents presented must confirm the applicant's name and date of birth.

Route 4

Paper application form required (unable to process online).

Attendance at a local Police Station for fingerprints to be taken. – **Please contact us if required**

Guidance on Acceptable Documents

Do not provide documentation downloaded/printed from the internet or sent to you electronically, i.e., An eP60 emailed to you.

If providing a document from Group 2b which contains an address such as a bank statement, this must be in your current address.

You should not provide the foreign equivalent of an identity document if that document is listed as '(UK)' on the list of valid identity documents.

Document Lists

Group 1: Primary Identity Documents

Document	Notes
Passport	Any current and valid passport. A UK passport can be expired up to a maximum of 6 months.
e-Visa	Accessed via the 'View and Prove' service. The share code requested by the applicant should be an 'immigration status' share code.
Biometric residence permit (BRP)	UK. A BRP showing Indefinite Leave to Remain, Indefinite Leave to Enter or No Time Limit can be used up to 18 months past the expiry date of the BRP.
Application Registration Card (ARC)	Issued by the Home Office. Must be checked against the Home Office Employer Checking Service.
Current driving licence photocard - (full or provisional)	Current and valid photocard driving licence issued by UK, Isle of Man, and Channel Islands.
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. Must be original birth certificate.
Adoption certificate	UK and Channel Islands

Group 2a: Trusted Government Documents

Document	Notes
Current driving licence photocard - (full or provisional)	Current and valid. All countries outside the UK (excluding Isle of Man and Channel Islands)
Current driving licence (full or provisional) - paper version (if issued before March 2000)	Current and valid. UK, Isle of Man, and Channel Islands. For a paper licence to be valid it must be issued before March 2000 and all information, including name and address, must be up to date
Birth certificate - issued 12 months 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 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 or HM Armed Forces Veteran card	UK
Firearms licence	UK, Isle of Man, and Channel Islands

Group 2b: Financial and Social history documents

Documents	Notes	Issue date and validity
Mortgage statement	UK - Cannot be online document	Issued in last 12 months
Bank or building society statement	UK and Channel Islands. Cannot be online document. A print off of a bank statement that is endorsed with a stamp and signed by the bank is acceptable if you cannot have hard copy bank statements posted to you.	Issued in last 3 months
Bank or building society statement	Countries outside the UK - Cannot be online document	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 - Cannot be online document	Issued in last 3 months
Credit card statement	UK - Cannot be online document	Issued in last 3 months
Financial statement, for example pension or endowment	UK - Cannot be online document	Issued in last 12 months
P45 or P60 statement	UK and Channel Islands. Cannot be online document	Issued in last 12 months
Council Tax statement	UK and Channel Islands - Cannot be online document	Issued in last 12 months
Letter of sponsorship from future UK employment provider	Valid only for applicants residing outside of the UK at time of application	Must still be valid

Documents	Notes	Issue date and validity
Utility bill	UK - not mobile telephone bill. Cannot be printed from an online account	Issued in last 3 months
Benefit statement, for example Child Benefit, pension	UK - Cannot be online document	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, Local Authority	UK and Channel Islands – a letter confirming entitlement to benefits. For example: Personal Independence Payment (PIP), free school meals, universal credit, asylum support etc. Cannot be online document	Issued in last 12 months
HMRC self-assessment letters or tax demand letter	UK - Cannot be online document	Issued in last 12 months
European Health Insurance Card (EHIC) or Global Health Insurance Card (GHIC)	UK	Must still be valid
EEA National ID card		Must still be valid
Irish Passport Card	Cannot be used with an Irish passport	Must still be valid

Documents	Notes	Issue date and validity
Cards carrying the PASS accreditation logo	UK, Isle of Man, and Channel Islands. Digital PASS cards are acceptable where they have been issued by an approved digital PASS provider and the QR code has been used to confirm details.	Must still be valid
Letter from head teacher, college principal, apprenticeship provider	UK - for 16 to 19 year olds in full time education or on an apprenticeship - only used in exceptional circumstances if other documents cannot be provided. Cannot be online document	Issued in the last month