

# DBS ID checking guidance - Basic Checks

## UK Nationals

### Paid workers and Volunteers

Must attempt to satisfy Route 1 by providing

1 x Group 1 document

1 x Group 1 or Group 2a or 2b document

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

If applicant can't satisfy Route 1 then Route 2 should be used by providing

1 x Group 2a

2 x Group 2a or 2b

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

**If Route 2 cannot be satisfied, then applicant cannot submit application.**

## Non-UK Nationals

### Volunteers

Must attempt to satisfy Route 1 by providing

1 x Group 1 document

1 x Group 1 or Group 2a or 2b document

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

### Paid workers

Must use Route 1a by providing

1 x Group 1a document

1 further document from either Group a, Group 2a or Group 2b

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

**If an applicant is unable to provide this documentation they can't submit a DBS basic check. This is because the right to work in the UK can't be established.**

Full guidance can be found on the Gov.UK website <https://www.gov.uk/government/publications/basic-check-guidance-and-policies/basic-check-id-checking-guidelines-from-1-july-2021>

# Enhanced checks

## UK Nationals

### Paid and Volunteers

The applicant must attempt to satisfy Route 1 by providing

1 x Group 1 document

2 x Group 1 or Group 2a or 2b document

At least one of the documents must show the applicant's current address.

If applicant can't satisfy Route 1 then Route 2 should be used by providing

1 x Group 2a

2 x Group 2a or 2b

At least one of the documents must show the applicant's current address. The organisation conducting their ID check must then also use an appropriate external ID validation service to check the application.

If applicant can't satisfy Route 1 or 2 then Route 3 should be used by providing

- 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

At least one of the documents must show the applicant's current address. If the applicant can't provide these documents they may need to be fingerprinted.

## Non UK Nationals

### Volunteers

Route 1 by providing

1 x Group 1 document

2 x Group 1 or Group 2a or 2b document

At least one of the documents must show the applicant's current address.

If the applicant can't show these documents, they may need to be fingerprinted.

If the applicant isn't a national of the UK and is applying for voluntary work, they **can't** use Route 2.

### Paid workers

Route 2 by providing

- one document from Primary Document list
- two further documents from either Group 1, 2a or 2b

At least one of the documents must show the applicant's current address. The organisation conducting their ID check must then also use an appropriate external ID validation service to check the application.

If the applicant isn't a national of the UK and is applying for voluntary work, they **can't** use Route 3.

Full guidance can be found on the Gov.UK website <https://www.gov.uk/government/publications/dbs-identity-checking-guidelines/id-checking-guidelines-for-standardenhanced-dbs-check-applications-from-1-july-2021>

## Primary Documents

Further document guidance is provided in [DBS - Acceptable Documents and External Validation Guidance 07.2021](#)

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.

