**Guide to DBS ID validation changes for criminal records checks**

**Introduction**

From 24th October 2017, the DBS has amended its identity validation procedures to strengthen the identity validation procedures to reduce any possible abuse of the system and improve public protection. This document has been amended to reflect ID evidence that must be obtained and the responsibilities for those who are carrying out the checks. In brief, there is a three route procedure for Registered Bodies to follow and following the removal of 21 unreliable documents. The DBS has published fresh advice on these changes and the scrutiny of primary ID documents is set out in their enhanced Identification Checking guidelines. All people undertaking ID checking will need to familiarise themselves with this guidance.

This is a summary of responsibilities in line with Camden’s practice, as documents are often validated by ID evidence checkers and all DBS forms are sent to the HR Safe Staff Team to review, counter-sign and apply for the disclosure and barring checks.

**Evidence checkers’ responsibilities**

* ID evidence checkers should obtain and validate documents at **Route One** of the procedure. Route One requires a Group 1 document, being a valid passport (with work permit etc when non-EEA), and a Biometric Residence Permit (UK), in addition if you are in possession of a current UK driving license, or a birth certificate (UK). Two further documents from Group 1, 2a or 2b, one of which verifying current address, must be validated.
* Complete the attached Route One checklist if satisfied and return it along with your completed DBS form and copies of documents to the HR Safe Staff Team.
* Have a probing discussion with the applicant for their reasons if she/he is failing to satisfy the Route One check by not producing a Group 1 document.
* If the Route One check still fails, validate one document from Group 2a and two further documents from Groups 2a or 2b, one of which verifying current address. Send a written summary on the reasons given for not providing a Group 1 document and your completed DBS form, along with copies of documents to HR Safe Staff Team to consider a Route Two check.
* For ease of reference, the ID documents in Group 1, 2a and 2b are set out overleaf. However, you should refer to the DBS’s guidelines on the scrutiny of each document.

**HR Safe Staff Team responsibilities**

* HR Safe Staff Team will review the applicant’s reasons for having no Group 1 ID documents and review the Group 2 documents validated for a **Route Two** check. Then, should use an **external ID validation service** to check the applicant’s name and living history against their records. If ID is validated in this way, HR Safe Staff Team will counter-sign the DBS form and make the application for the disclosure and barring service check.
* If the external service cannot validate the ID, HR Safe Staff Team will fully explore the applicant’s reasons for not having their ID validated via Route One or Route Two.
* Where appropriate, HR Safe Staff Team will require the applicant to provide ID documents for a **Route Three** check and will send her/him for fingerprinting if ID validation is still unsuccessful.

**Route One:**

The applicant must produce 3 documents as below:

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

While completing a DBS application form, if you have a **Passport** and **Driving License** you will be expected to bring in both documents to provide the passport number and driving licence number as HR Safe Staff team will be expected to validate them. Failure to produce both documents will lead to delays in the process.

**ID verification documents for Disclosure & Barring Services applications**

While completing a DBS application form, if you have a **Passport** and **Driving License** you will be expected to bring in both documents to provide the passport number and driving licence number as HR Safe Staff team will be expected to validate them. Failure to produce both documents will lead to delays in the process.

**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)
* Biometric Residence Permit (UK)
* Current Driving Licence (UK) (Full or provisional) Isle of Man /Channel Islands;

Photo card only

Birth Certificate (UK & Channel Islands) - 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 and HM Forces

* Adoption Certificate (UK and Channel Islands)

**Group 2a – Trusted Government/State Issued Documents**

* Current UK Driving licence (Photo card or old style paper version)
* Birth Certificate (UK & Channel Islands) - issued within 12 months of date of birth
* Marriage/Civil Partnership Certificate (UK)
* HM Forces ID Card (UK)
* Fire Arms Licence (UK)
* Immigration document, visa or work permit (Issued by a country outside the EEA. Valid only for roles whereby the applicant is living and working outside of the UK. Visa/permit must relate to the non EEA country in which the role is based)

**Group 2b – Financial/Social History Documents**

* Mortgage Statement (UK)\*\*
* Bank/Building Society Statement (UK)\*
* Bank/ Building society account opening (UK)\*
* Credit Card Statement (UK)\*
* Financial Statement \*\* - e.g. pension, endowment, ISA (UK)
* P45/P60 Statement \*\*(UK & Channel Islands)
* Council Tax Statement (UK & Channel Islands) \*\*
* Letter of sponsorship from future employment provider (Non-UK or non-EEA only - valid only for applicants residing outside of the UK at time of application – must still be valid)
* 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)
* Letter from head teacher or college principal (UK - for 16 to 19 year olds in full time education - only used in exceptional circumstances if other documents cannot be provided – must still be valid)

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

 not denoted - it can be more than 12 months old.

**Further advice**

For queries on ID evidence checks please contact any number or email address below:

Nazima Powtoo: 020 7974 1636 Nazima.Powtoo@camden.gov.uk

Becky Blackmore: 0207 974 1342 Rebecca.Blackmore@camden.gov.uk

Maisa Figliuolo: 02079745310 Maisa.Figliuolo@camden.gov.uk

**Checklist of Route One ID documents required for Disclosure & barring Service applications**

If you have a **Passport** and **Driving License** you will be expected to bring in both documents to provide the passport number and driving licence number as HR Safe Staff team will be expected to validate them. Failure to produce both documents will lead to delays in the process.

**Group 1 – Primary Trusted Identity Credentials** *(Please tick appropriate box)*

|  |  |  |  |
| --- | --- | --- | --- |
|  | Current valid Passport – UK or EEA (or Non-EEA in combination with a Biometric Residence Permit or current Work Permit/Visa |  | Current Driving Licence (UK) (Full or provisional) Isle of Man /Channel Islands; Photo card only  |
|   | Biometric Residence Permit (UK) |  | Birth Certificate (UK & Channel Islands) - 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 and HM Forces  |
|   | Current UK Driving licence (Photo card or old style paper version) |   | Adoption Certificate (UK and Channel Islands) |

**Group 2a – Trusted Government/State Issued Documents**

*(Please tick appropriate box)*

|  |  |  |  |
| --- | --- | --- | --- |
|  | Current UK Driving licence (Photo card or old style paper version) |  | Marriage/Civil Partnership Certificate (UK) |
|  | Fire Arms Licence (UK) |  | Immigration document, visa or work permit |
|  | Biometric Residence Permit (UK) |  | HM Forces ID Card (UK) |
|  | Birth Certificate (UK & Channel Islands) - issued within 12 months of date of birth |  | Certified copy of Birth Certificate (UK and Channel Islands) – issued after 12 months of date of birth |
|  | 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) |

**Group 2b – Financial/Social History Documents**

*(Please tick appropriate box)*

|  |  |  |  |
| --- | --- | --- | --- |
|  | Mortgage Statement (UK)\*\* |  | Bank/ Building society account opening (UK)\* |
|  | Bank/Building Society Statement (UK)\* |  | Utility Bill (UK)\* – Not Mobile Telephone |
|  | Credit Card Statement (UK)\* |  | Benefit Statement\* - e.g. Child Allowance, Pension |
|  | Financial Statement \*\* - e.g. pension, endowment, ISA (UK) |  | 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 |
|  | P45/P60 Statement \*\*(UK & Channel Islands) |  | EU National ID Card |
|  | Council Tax Statement (UK & Channel Islands) \*\* |  | Cards carrying the PASS accreditation logo (UK)  |
|  | Letter of sponsorship from future employment provider (Non-UK or non-EEA only) |  | Letter from head teacher or college principal (UK - for 16 to 19 year olds in full time education - only used in exceptional circumstances if other documents cannot be provided) |

**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

Not denoted - it can be more than 12 months old.

**Please print your name and sign below to verify that you have seen the above documents**

**Print name………………………………………………………………..Sign…………………………………………………………………**

**Date………………………………………………………….**