

IDENTIFICATION CHECKLIST

FULL NAME:	
DATE OF CHECK:	
DOCUMENTS CHECKED BY:	

✓ Please tick the appropriate

Step 1 Obtain
Route 1 <ul style="list-style-type: none"> You <u>must</u> be able to show: <ul style="list-style-type: none"> 1 document from Group 1 2 further documents from either Group 1, Group 2a or Group 2b At least one document <u>must</u> show the person's current address
Route 2 <ul style="list-style-type: none"> If the person does not have any of the documents in Group 1 then they <u>must</u> be able to show: <ul style="list-style-type: none"> 1 document from Group 2a 2 further documents from either Group 2a or Group 2b At least one document <u>must</u> show the person's current address <p style="margin-left: 20px;">If you're an EEA national who's been resident in the UK for 5 years or less you may need to be fingerprinted if you can't show these documents</p>
Route 3 <ul style="list-style-type: none"> This route can only be used where it is impossible to process the DBS application through routes 1 or 2. <p style="margin-left: 20px;">The person <u>must</u> be able to show:</p> <ul style="list-style-type: none"> A birth certificate issued after the time of birth (UK, Isle of Man and Channel Islands) One document from Group 2a 3 further documents from Group 2a or Group 2b At least one document <u>must</u> show the person's current address <p style="margin-left: 20px;">EEA nationals who've been resident in the UK for 5 years or less can't use Route 3</p>

Group 1	Please tick
1. Any <u>current</u> and <u>valid</u> passport	
2. A <u>current</u> 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.	
3. A <u>current</u> and <u>valid</u> UK, Isle of Man, Channel Islands or EEA driving licence photocard (full or provisional)	
4. A 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	
5. Adoption certificate - UK and Channel Islands	

Group 2a	Please tick
1. A current and valid driving licence photocard (full or provisional) – All countries outside the EEA (excluding Isle of Man and Channel Islands)	
2. A current and valid UK, Isle of Man, Channel Islands and EEA driving licence (full or provisional) - paper version (if issued before 1998)	
3. A UK, Isle of Man and Channel Islands birth certificate (issued after the time of birth)	
4. A UK and Channel Islands marriage or civil partnership certificate	
5. An immigration document, visa or work permit (all countries outside the EEA – valid only if you're working in the country that issued the document)	
6. A UK HM Forces ID card	
7. A UK, Channel Islands and Isle of Man firearms licence	
List B Group 2b	Please tick
1. A UK or EEA Mortgage Statement issued within the last 12 months	
2. A UK, Channel Islands or EEA bank or building society statement issued within the last 3 months.	
3. A bank or building society statement from an country outside of the EEA. Issued within the last 3 months and branch must be in the country where you live and work	
4. A UK bank or building society opening confirmation letter issued within the last 3 months	
5. A UK or EEA credit card statement issued within the last 3 months	
6. A UK financial statement, for example pension or endowment issued within the last 12 months	
7. A UK or Channel Islands P45 or P60 issued within the last 12 months	
8. A UK or Channel Islands council tax statement issued within the last 12 months	
9. A valid letter of sponsorship from future employment provider. Notes: Non-UK or Non-EEA only – valid only if you are residing outside of the UK at the time of application.	
10. A UK utility bill (Not a mobile telephone bill) issued within the last 3 months	
11. A UK benefit statement, for example Child Benefit , Pension issued within the last 3 months	
12. A UK or Channel Islands central or local government agency, or local council document giving entitlement, for example form the Department for Work and Pensions, the Employment Service, HMRC. Must be issued within the last 3 months	
13. A valid EU National ID card	
14. A valid UK, Isle of Man or Channel Islands cards carrying PASS accreditation logo.	
15. A valid letter from a Headteacher or College Principle. UK only for 16-19 years olds in full time education (only to be used in exceptional corcusmtances if other documents cannot be provided)	

*Please note that online statements are provided these must be verified by the provider. For example if you print a bank statement from your online bank account you must ensure that the bank has verified and stamped the statement for it to be valid.

Step 2 Check			
<ul style="list-style-type: none"> You must check that the documents are genuine, that the person presenting them is the prospective employee or employee, the rightful holder and 			
1. Are photographs consistent across documents and with the person's appearance?	Yes	No	N/A
2. Are dates of birth consistent across documents and with the person's appearance?	Yes	No	N/A
3. Are addresses consistent across documents?	Yes	No	N/A
4. Are you satisfied the document is genuine, has not been tampered with and belongs to the holder?	Yes	No	N/A
5. Have you checked the reasons for any different names across documents (e.g. marriage certificate, divorce decree, deed poll)? (Supporting documents should also be photocopied and a copy retained.)	Yes	No	N/A

Step 3 Copy	Please tick
You must make a clear copy of each document in a format which cannot later be altered, and retain the copy securely: electronically or in hardcopy.	
You must also record and retain the date on which the check was made above.	

A COPY OF THIS COMPLETED FORM MUST BE KEPT ON THE EMPLOYEES PERSONNEL RECORD.