Identity Verification Form DBS 3b Guidance Notes

International Route: Paid applicants who are not UK nationals

- Non-UK nationals who are eligible for a DBS check and receiving payment for their role must use this route, even if it is an allowance, for example a foster carer.

- However, Route 1 (please see form DBS3a) can be used by adult household members:

  - in a fostering household
  - in a child-minding household
  - in a host family
  - living where 'work with children' takes place, for example, living in a boarding school

- Applicants for voluntary work who aren't UK nationals must use Route 1. Please see form DBS3a.

- **If you are following the International Route, you must be able to produce 3 original (not copies) documents:**

  - 1 primary document
  - 2 supporting documents from either Group 1 or Group 2a or Group 2b

If you are unable to produce sufficient documents, you cannot proceed with your application because your right to work in the UK cannot be established. You cannot use any other route.

ID verification can now be done via live video link. However, it is important to note that the person carrying out the identity check must be in physical possession of the original documents.

At least one of the documents must show the applicant's full name, date of birth and current address.

A document from each of the groups should be included only once in the document count.

Documents printed from the internet are not acceptable

Primary Documents:

- 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.

Supporting Documents

Group 1:

- **Passport** - any current and valid passport - **(It can only be used as a supporting document if it has not already been used as a primary document.)**
- **Biometric residence permit - UK. (It can only be used as a supporting document if it has not already been used as a primary document.)**
- **Current driving licence photocard – (full or provisional) - UK, Isle of Man, Channel Islands.** Must be valid in line with current DVLA requirements
- **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
- **Adoption Certificate** - UK and Channel Islands

Group 2a:

- **Current driving licence photocard – (full or provisional) – All countries outside the UK (excluding Isle of Man and Channel Islands).** Must be valid in line with current DVLA requirements.
- **Current driving licence (full or provisional) – paper version (if issued before 1998) – (full or provisional)** UK, Isle of Man, Channel Islands. All licences must be valid in line with current DVLA requirements.
- **Birth certificate – issued 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** (for applicants living and working outside the UK). Issued by the country where the role is based[1].
- **HM Forces ID card –** UK
- **Firearms licence –** UK, Isle of Man and Channel Islands

Group 2b:

- **Mortgage Statement** - UK. (Issued in last 12 months).
- **Bank or building society statement UK and Channel Islands** (issued in the last three months) / **Bank or building society statement (for applicants living and working outside the UK) Countries outside the UK** (Issued in last 3 months) - branch must be located in the country in which the applicant lives and works[2] / **Bank or building society account opening confirmation letter –** UK (Issued in last 3 months)
- **Credit card statement -**UK. (Issued in last 3 months)
- **Financial Statement** - (e.g. pension, endowment, ISA) UK. (Issued in last 12 months)
- **P45 or P60 statement** - UK and Channel Islands (Issued in last 12 months)
- **Council Tax statement** - UK and Channel Islands (Issued in last 12 months)
- **Letter of sponsorship from future employment provider** - Non-UK only - valid only for applicants residing outside of the UK at time of application. Must still be valid.
- **Utility Bill** (electricity, gas, water, telephone NOT a mobile phone contract bill). UK (issued in last 3 months).
- **Benefit Statement** (E.g. Child Allowance, Pension). UK (Issued in last 3 months).
- **Central or local government, government agency, or local council document giving entitlement,** e.g. from the Department for Work and Pensions, the Employment Service, HMRC. UK and Channel Islands. (Issued in last 3 months).
- **EEA National ID card** - Must still be valid

- **Cards carrying the PASS accreditation logo** - UK, Isle of Man and Channel Islands. Must still be valid.
- **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)

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1 This relates to where the appointment decision is being made in the UK

2 This relates to where the appointment decision is being made in the UK