

## **DBS Identity checking**

The Diocese now has an online application system available, which should be used as a preference, as it is simpler and quicker. For more information about this, please contact the DBS Administrator. The guide below refers to the older paper application system, which is still in use in some parishes.

If there are any questions, please feel free to contact Becci Richardson, DBS Administrator on [becci.richardson@archbishopofyork.org](mailto:becci.richardson@archbishopofyork.org) or 01904 707021.

- The applicant must provide at least **three** documents for their application, including **at least one** from Group 1. If they cannot and are a UK/EEA national, please contact the DBS Administrator for further guidance, as other ID checking options are available.
- Non-UK/EEA nationals must provide ID from this list. No other ID checking option is available.
- You should see at least one document with photo ID (e.g. driving licence photocard or passport) wherever possible.
- You should see proof of the applicant's full name (as stated in section A of the application), date of birth, and current address (as stated in section B).
- All documents must be in the applicant's current name (as stated in section A).
- If the applicant has changed their name at any time (including marriage and divorce), they must provide these on their application, and provide evidence of each change.
- Photocopies cannot be accepted.
- Print outs of online documents (e.g. online banking) cannot be accepted.
- The applicant must provide a full and continuous address history covering the last five years on the application. Where possible you should seek documentation to confirm this address history.
- A document from each of the groups should be included only once in the document count (e.g. don't accept two bank statements as two of the required documents).
- You should not accept the foreign equivalent of an identity document if that document is listed as '(UK)' on the list of valid identity documents.

For more detailed information, please see the DBS ID checking guidance at [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/655190/UPDATED\\_ID\\_checking\\_guidelines\\_for\\_DBs\\_checking\\_from\\_October\\_24th.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/655190/UPDATED_ID_checking_guidelines_for_DBs_checking_from_October_24th.pdf)

### **Group 1:**

- **Current valid Passport** – Any country as long as it is current and valid.
- **Biometric Residence Permit (UK)**
- **Current Driving Licence photocard** (UK/IOM/Channel Islands/EEA only) – Full or provisional.
- **Original Birth Certificate** (UK/IOM/Channel Islands only) – Must be issued within 12 months of birth; full or short form both acceptable. Those issued by UK authorities overseas (e.g. embassies, High Commissions and HM Forces) are accepted.
- **Adoption Certificate** (UK/Channel Islands only)

### **Group 2a:**

- **Current Driving Licence with photo** (Non-EEA) – Must be valid for up to 12 months from the date the applicant entered the UK. Full or provisional.
- **Current Driving Licence paper version** (UK/IOM/Channel Islands/EEA only) – Full or provisional.
- **Certified copy of Birth Certificate** (UK/IOM/Channel Islands) – Issued more than 12 months after birth
- **Marriage/Civil Partnership Certificate** (UK/Channel Islands)
- **Immigration document, visa or work permit** (issued by a country outside the EEA) – only for roles where the applicant is living and working outside of the UK.

- **HM Forces ID Card (UK)**
- **Fire Arms Licence (UK/IOM/Channel Islands)**

**Group 2b:**

- **Mortgage Statement (UK/EEA)\*\***
- **Bank/Building Society Statement (UK/Channel Islands/EEA)\***
- **Bank/Building Society Statement (non-EEA)\*** - branch must be in the country where the applicant lives and works.
- **Bank/Building Society account opening confirmation letter (UK)\***
- **Credit Card Statement (UK/EEA)\***
- **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/non-EEA only)** – Valid only for applicants residing outside the UK at the time of application. Must still be valid.
- **Utility bill (UK)\*** - Not mobile phone bill
- **Benefit Statement (e.g. child benefit, pension) (UK)\***
- **A document from central/local government/government agency/local authority** giving entitlement (UK/Channel Islands) (e.g. from DWP, Employment Service, HMRC)\*
- **EEA National ID Card** – must still be valid
- **Cards carrying the PASS accreditation logo (UK/IOM/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 to be used in exceptional circumstances if other documents cannot be provided. Must still be valid.

\* - Must be less than three months old

\*\* - Must be less than twelve months old

**Documents that are no longer accepted:**

- NHS card
- National Insurance card
- Exam certificates
- TV licence
- Insurance certificate
- Disclosure Scotland certificate
- CRB/DBS certificate
- Vehicle Registration Document
- Addressed payslip
- General Medical Council (GMC) certificate
- Connexions card
- Mail order catalogue statement/card statement
- Store card statement
- Court Claim form
- Documentation issued by Court Services
- Mobile Phone bill
- Convention Travel Document (CTD) Blue
- Certificate of Travel (CID) Brown
- Stateless Person's Document (SPD) Red
- Application Registration Card (ARC)
- Certificate of British Nationality