**DBS Changes to rules for Identity checking - April 2025 update**

There is now only one process for identity checking regardless of nationality of the applicant. Additional documents have been added as Route 2 documents, and there is now no longer a requirement to verify current address. Further information can be found at**:** [ID checking guidelines for Standard/Enhanced DBS check applications from 22 April 2025 - GOV.UK](#identity-check-rules)

**Route 1 – this should be your default route.**

The applicant must be able to show **three** documents:

* one document from Group 1, below
* two further documents from either Group 1, or Group 2a, or 2b, below

The combination of documents presented must confirm the applicant’s name and date of birth.

**Route 2 – external identity verification**

**Route 2 can only be used if it’s impossible to process the application through Route 1. The external ID verification service is part of our online portal.**

If the applicant doesn’t have any of the documents in Group 1, then they must be able to show **three** documents:

* one document from Group 2a
* two further documents from either Group 2a or 2b

The combination of documents presented must confirm the applicant’s name and date of birth.

**Route 3 – only to be used if it’s impossible to process the application through Routes 1 or 2.**

For Route 3, the applicant must be able to show:

* a birth certificate issued after the time of birth (UK, Isle of Man and Channel Islands), plus **four** documents
* one document from Group 2a
* three further documents from Group 2a or 2b

The combination of documents presented must confirm the applicant’s name and date of birth.

If the applicant can’t provide these documents, they may need to be fingerprinted.

**Group 1 Primary Identity Documents**

| **Document** | **Notes** |
| --- | --- |
| Passport |  Any current and valid passport. A UK passport can be expired up to a maximum of 6 months. |
| e-VISA | Accessed via the ‘View and Prove’ service. The share code requested by the applicant should be a ‘general’ share code. If you do not have a UKVI account to access your eVisa you can create you can create one online (Get access to your online immigration status (eVisa) - GOV.UK) |
| Biometric residence permit | UK. A BRP showing Indefinite Leave to Remain, Indefinite Leave to Enter or No Time Limit can be used up to 18 months past the expiry date of the BRP. BRP holders should be encouraged to create an account and access their eVisa |
| Application Registration Card (ARC) | Issued by the Home Office. Must be checked against the Home Office Employer Checking Service. |
| Current driving licence photocard - (full or provisional) | UK, Isle of Man, and Channel Islands. Current and valid i.e. in date and in the correct address |
| Original Birth certificate | UK, Isle of Man, and Channel Islands - including those issued by UK authorities overseas, for example embassies, High Commissions and HM Forces. Must be original birth certificate. Certified copies are a group 2a document |
| Adoption certificate | UK and Channel Islands |

 **Group 2a: Trusted government documents**

| **Document** | **Notes – these have been updated and you can no longer see online documents** |
| --- | --- |
| Current driving licence photocard - (full or provisional) | Current and valid i.e. in date and in the correct address. All countries outside the UK (excluding Isle of Man and Channel Islands  |
| Current driving licence (full or provisional) - paper version (if issued before March 2000) | Current and valid. UK, Isle of Man, and Channel Islands. For a paper licence to be valid it must be issued before March 2000 and all information, including name and address, must be up to date |
| Birth certificate – certified copy | UK, Isle of Man and Channel Islands |
| Marriage/civil partnership certificate | UK and Channel Islands |
| Immigration document, visa or work permit | Issued by a country outside the UK. Valid only for roles whereby the applicant is living and working outside of the UK. Visa/permit must relate to the non-UK country in which the role is based |
| HM Forces ID card | UK |
| Firearms licence | UK, Channel Islands and Isle of Man |

**Group 2b: Financial and social history documents**

| **Document** | **Notes – these have been updated and you can no longer see online documents** | **Issue date and validity** |
| --- | --- | --- |
| Mortgage statement | UK | Issued in last 12 months |
| Bank or building society statement | UK and Channel Islands. A print off of a bank statement that is endorsed with a stamp and signed by the bank is acceptable if you cannot have hard copy bank statements posted to you. | Issued in last 3 months |
| Bank or building society statement | Countries outside the UK | Issued in last 3 months - branch must be in the country where the applicant lives and works |
| 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, for example pension or endowment | 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 | UK - not mobile telephone bill. Cannot be printed from an online account | Issued in last 3 months |
| Benefit statement, for example Child Benefit, Pension | UK  | Issued in last 3 months |
| Central or local government, government agency, or local council document giving entitlement, for example from the Department for Work and Pensions, the Employment Service, Local Authority | UK and Channel Islands – a letter confirming entitlement to benefits. For example: Personal Independence Payment (PIP), free school meals, universal credit, asylum support etc | Issued in last 12 months |
| HMRC self-assessment letters or tax demand letter | UK | Issued in last 12 months |
| European Health Insurance Card (EHIC) or Global Health Insurance Card (GHIC) | UK | Must still be valid |
| EEA National ID card |   | Must still be valid |
| Irish Passport Card | Cannot be used with an Irish passport | Must still be valid |
| Cards carrying the PASS accreditation logo | UK, Isle of Man, and Channel Islands. Digital PASS cards are acceptable where they have been issued by an approved digital PASS provider and the QR code has been used to confirm details. | Must still be valid |
| Letter from head teacher, college principal, apprenticeship provider | UK - for 16- to 19-year-olds in full time education or on an apprenticeship - only used in exceptional circumstances if other documents cannot be provided | Issued in the last month |