



<b>Document Name:</b>	Mandatory ID Verification Changes Release Note
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<b>Intended Recipients:</b>	Cantium Employmentcheck Staff Employmentcheck Customers

# 1. Changes to DBS ID Checking Guidelines

## 1.1. Overview

The DBS announced in August that there would be several mandatory changes to the ID verification process. The new guidelines are currently running in parallel with the existing ID checking guidelines for a three-month transition period from 3 September 2018 until 3 December 2018, when the existing guidelines will cease to apply. The following changes will be applied to the ID verification functionality to remain compliant with the new DBS guidance.

## 1.2. Types of Application Affected

These changes detailed in this document will now apply to the ID verification routes for both Standard/Enhanced applications as well as DBS Basic applications, there will be no changes to the Disclosure Scotland ID verification routes.

## 1.3. Checks in Progress

On release, these changes will continue to allow for the successful submission of all applications already processed by ID Verifiers. It will also not impede the processing of any checks currently in progress that have already been sent via e-Bulk.

## 1.4. Release

The release will take place in the evening of Tuesday 6<sup>th</sup> November and so will be available on the system for users from Wednesday 7<sup>th</sup> November at 9am.

## 2. Additional Verification Documents + Changes Document Combinations

The ID verification process itself has not been changed for DBS/DBS Basics, a number of documents have however been added, one document has been removed as this is no longer included in the guidance, and we have amended the tooltips/labels for a number of the existing verification documents. All of which are detailed below.

- 2.1. An additional document has been added to Group 2b. The 'Irish Passport Card' can now be used as a means of verifying an applicant's identity.

This cannot however be used if the 'Passport' has already been selected from Group 1. Selecting the 'Passport' as an option from the Group 1 documents will remove the option for selecting the 'Irish Passport Card' automatically.

ID verification: Group 2b

<input type="checkbox"/> <b>Bank or Building Society Statement</b>	?	<input type="checkbox"/> <b>Financial Statement</b>	?
<input type="checkbox"/> <b>PASS Accredited Card</b>	?	<input type="checkbox"/> <b>Utility Bill</b>	?
<input type="checkbox"/> <b>Letter from a Head Teacher</b>	?	<input type="checkbox"/> <b>Bank or building society account opening confirmation letter</b>	?
<input type="checkbox"/> <b>P45 / P60 Statement</b>	?	<input type="checkbox"/> <b>Credit Card Statement</b>	?
<input type="checkbox"/> <b>Benefit Statement</b>	?	<input type="checkbox"/> <b>EEA National ID Card</b>	?
<input type="checkbox"/> <b>Mortgage Statement</b>	?	<input type="checkbox"/> <b>Letter of sponsorship from future employment provider</b>	?
<input type="checkbox"/> <b>Council Tax Statement</b>	?	<input type="checkbox"/> <b>Central or Local Government, Government Agency, or Local Council document giving entitlement</b>	?
<input type="checkbox"/> <b>Bank or building society statement - Countries outside the EEA</b>	?	<input type="checkbox"/> <b>Irish Passport Card</b>	?

Must still be valid.  
Cannot be used if passport has already been selected.

## 2.2. Group 1a - Applicants who aren't a national of the UK or the European Economic Area (EEA)

Document Label	Document Tooltip
Permanent Residence Card	Issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
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.

ID verification: Group 1a

- Current Biometric Immigration Document (Biometric Residence Permit)** ?
- Passport** ?
- Certificate of Application issued by the Home Office** ?
- Application Registration Card issued by the Home Office** ?
- Permanent Residence Card** ?  
Issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- 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.
- Current Residence Card** ?
- Current Immigration Status Document containing a photograph** ?
- Current Immigration Status Document** ?

2.3. The other key change is that the 'Passport' will no longer be mandatory when one of the following three documents from Group 1a has been selected and instead the normal ID verification route will be followed.

- A current Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence.
- 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 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.

### 3. Changes to existing labels and tooltips

3.1. Group 1 – change to the document label and tooltip for the ‘Current Driving Licence Photo card (UK/EU).’

Current Document Label	New Document Label	Current Document Tooltip	New Document Tooltip
Current Driving Licence Photo card (UK/EU)	<b>Current Driving Licence Photo card (UK/EEA)</b>	Current driving licence photo card (full or provisional). UK, Isle of Man, Channel Islands and EU.	<b>Current driving licence photo card (full or provisional). UK, Isle of Man, Channel Islands and EEA.</b>

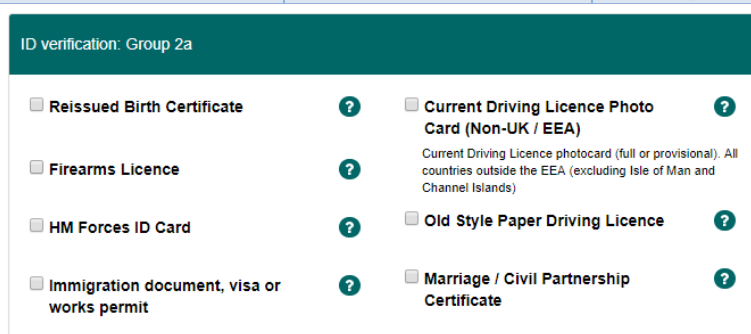
ID verification: Group 1

- Valid Passport** ?
- Current Driving Licence Photo card (UK/EEA)** ?  
Current driving licence photo card (full or provisional). UK, Isle of Man, Channel Islands and EEA.
- Original Birth Certificate** ?
- Biometric Residence Permit** ?
- Adoption Certificate** ?

[Click here if the Applicant does not have any documents from Group 1](#)

3.2. Group 2a – the label and tooltip have been amended for the ‘Current Driving Licence Photo Card (Non-UK / EU)’

Current Document Label	New Document Label	Current Document Tooltip	New Document Tooltip
Current Driving Licence Photo Card (Non-UK / EU)	<b>Current Driving Licence Photo Card (Non-UK / EEA)</b>	Current Driving Licence photocard (full or provisional). All countries outside the EU (excluding Isle of Man and Channel Islands)	<b>Current Driving Licence photocard (full or provisional). All countries outside the EEA (excluding Isle of Man and Channel Islands)</b>



3.3. Group 2b - Amendments to existing labels/tooltips

Current Document Label	New Document Label	Current Document Tooltip	New Document Tooltip
Benefit Statement	Benefit statement	UK Only Issued in last 3 months.	<b>UK Only for example Child Benefit, Pension Issued in last 3 months.</b>
Account Opening Confirmation Letter	<b>Bank or building society account opening confirmation letter</b>	UK Only. Issued in last 3 months.	UK Only. Issued in last 3 months.
EU National ID Card	<b>EEA National ID Card</b>	Must still be valid	Must still be valid
Future Employment Provider Sponsorship Letter	<b>Letter of sponsorship from future employment provider</b>	Non-UK or non-EEA only. Valid only for applicants residing outside of the UK at time of application. Must still be valid.	<b>Non-UK or non-EEA only - valid only for applicants residing outside of the UK at time of application. Must still be valid.</b>
Government / Authority Document giving entitlement	<b>Central or Local Government, Government Agency, or Local Council document giving entitlement</b>	UK and Channel Islands. Issued in last 3 months.	<b>UK and Channel Islands. For example from the Department for Work and Pensions, the Employment Service, HMRC. Issued in last 3 months.</b>

ID verification: Group 2b			
<input type="checkbox"/> <b>Bank or Building Society Statement</b>	?	<input type="checkbox"/> <b>Financial Statement</b>	?
UK Only Issued in last 3 months.		<input type="checkbox"/> <b>Utility Bill</b>	?
<input type="checkbox"/> <b>PASS Accredited Card</b>	?	<input type="checkbox"/> <b>Bank or building society account opening confirmation letter</b>	?
<input type="checkbox"/> <b>Letter from a Head Teacher</b>	?	<input type="checkbox"/> <b>Credit Card Statement</b>	?
<input type="checkbox"/> <b>P45 / P60 Statement</b>	?	<input type="checkbox"/> <b>EEA National ID Card</b>	?
<input type="checkbox"/> <b>Benefit Statement</b>	?	Must still be valid.	
UK Only for example Child Benefit, Pension Issued in last 3 months.		<input type="checkbox"/> <b>Letter of sponsorship from future employment provider</b>	?
<input type="checkbox"/> <b>Mortgage Statement</b>	?	Non-UK or non-EEA only - valid only for applicants residing outside of the UK at time of application. Must still be valid.	
<input type="checkbox"/> <b>Council Tax Statement</b>	?	<input type="checkbox"/> <b>Central or Local Government, Government Agency, or Local Council document giving entitlement</b>	?
<input type="checkbox"/> <b>Bank or building society statement - Countries outside the EEA</b>	?	UK and Channel Islands. For example from the Department for work and pensions, the Employment Service, HMRC. Issued in last 3 months.	
		<input type="checkbox"/> <b>Irish Passport Card</b>	?

### 3.6.1 ID Verification Routes

The ID verification routes themselves are not to change and remain as below.

#### DBS Checks – Standard/Enhanced checks

### 3.6.2 Route 1

The applicant must be able to show:

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

At least one of the documents must show the applicant's current address.

If the applicant isn't a national of the UK or the EEA and is applying for voluntary work they may need to be fingerprinted if they can't show these documents.

### **3.6.3 Route 2**

Route 2 can only be used if it's impossible to process the application through Route 1.

If the applicant isn't a national of the UK or the EEA and is applying for voluntary work they can't use Route 2.

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

- one document from Group 2a
- 2 further documents from either Group 2a or 2b

At least one of the documents must show the applicant's current address. The organisation conducting their ID check must then also use an appropriate external ID validation service to check the application.

EEA nationals who've been resident in the UK for 5 years or less may need to be fingerprinted if they can't show these documents.

### **3.6.4 Route 3**

Route 3 can only be used if it's impossible to process the application through Routes 1 or 2.

EEA nationals who've been resident in the UK for 5 years or less can't use Route 3.

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)
- one document from Group 2a
- 3 further documents from Group 2a or 2b

At least one of the documents must show the applicant's current address. If the applicant can't provide these documents they may need to be fingerprinted.

### **3.6.5 Route 1a**

An applicant who wants to do paid work and isn't a national of the UK or European Economic Area (EEA) must be able to show:

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

A passport or biometric residence permit can only be used as a supporting document if it's not already been used as a primary document.

At least one of the documents must show the applicant's current address.



### **3.6.6 DBS Basics**

#### **Two routes of ID checking**

##### **Route 1 (For all applicants except non-EEA national applicants needing a DBS check for paid work in the UK)**

The applicant must be able to show the following:

- 1 document from Group 1, below; and
- 1 further document from either Group 1, or Group 2a or 2b, below

The combination of documents presented must confirm the applicant's name, address and date of birth. If this can't be achieved within 2 documents a third can be selected.

The applicant should have their identity validated using Route 1. If an applicant can't provide Route 1 documents, Route 2 may be used once the ID checker is satisfied there's a valid reason following a discussion with the applicant.

##### **Route 1a (For non-EEA national applicants needing a DBS check for paid work in the UK)**

The applicant must be able to show the following:

- 1 document from Group 1a, below; and
- 1 further document from either Group 1, Group 2a or 2b, below

The combination of documents presented must confirm the applicant's name, address and date of birth. If this can't be achieved within 2 documents a third can be selected.

If an applicant is unable to provide this documentation they can't submit an application for DBS basic check. This is because the [right to work in the UK](#) can't be established.

##### **Route 2 (For all applicants except non-EEA national applicants needing a DBS check for paid work in the UK)**

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

- 1 document from Group 2a
- 2 further documents from either Group 2a or 2b

The combination of documents presented must confirm the applicant's name, address and date of birth.

If an applicant is unable to provide this documentation they can't submit an application for a DBS basic check.

## **3.7 Document Groups**

### **3.7.2 Group 1: Primary identity documents**

- Passport - *Any current and valid passport*
- Biometric residence permit – *UK only*
- Current driving licence photocard - *(full or provisional) UK, Isle of Man, Channel Islands and EEA.*
- 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*

A passport or biometric residence permit can only be used as a supporting document if it's not already been used as a primary document.

### **3.7.3 Group 2a: Trusted government documents**

- Current driving licence photocard - *(full or provisional, All countries outside the EEA excluding Isle of Man and Channel Islands)*
  - Current driving licence - *(full or provisional - paper version if issued before 1998 UK, Isle of Man, Channel Islands and EEA)*
  - 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 works permit - *Issued by a country outside the EEA. Valid only for roles whereby the applicant is living and working outside of the UK. Issued by the country where the role's based*
  - HM Forces ID card – *UK only*
  - Firearms licence - *UK, Channel Islands and Isle of Man*
- All driving licences must be valid.

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

- Mortgage statement - *UK or EEA. Issued in last 12 months*
- Bank or building society statement - *UK and Channel Islands or EEA. Issued in last 3 months*
- Bank or building society statement - *Countries outside the EEA. 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 only, Issued in last 3 months*
- Credit card statement - *UK or EEA Issued in last 3 months*
- Financial statement, for example pension or endowment - *UK only, 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 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 bill, must be issued in last 3 months*
- Benefit statement, for example Child Benefit, Pension - *UK only, 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, HMRC. UK and Channel Islands, *Issued in last 3 months*
- 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 - Must still be valid*
- Letter from head teacher or college principal – *UK only, 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*

#### **4 Group 1a: Primary Documents for non-EEA nationals doing paid work**

- Permanent Residence Card - Issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- 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. – *UK Only*
- 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. - *Any current and valid Passport*
- 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.– *UK Only*
- 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. - *Any current and valid Passport*
- 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. – *UK Only*
- A current Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence. – *UK Only*
- 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. – *UK Only*

- A Certificate of Application issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old together with a Positive Verification Notice from the Home Office Employer Checking Service. – *UK Only*
- 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. – *UK Only*
- 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.

## 4. Document Version Control

Version Issue	Reviewer	Date	Summary of Changes
Draft V0.0	Richard Anderson	30/10/2018	Initial draft circulated for review

## 5. Distribution List

Name	Role	Action	Date
Christopher Steele	Head of Applications	Review	30/10/2018
Nancy Seaton	ERP Team Manager	Review	30/10/2018
John Green	ERP Application Analyst	Review	30/10/2018
Lawrence France	ERP Application Analyst	Review	30/10/2018
Sabrina Palmer	DBS Team Leader	Review	30/10/2018
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