



Update to DBS ID document guidance

Following the UK's withdrawal from the EU, the DBS have issued new ID document guidance for all document groups which will come into force on the 1st July 2021



Update to ID document guidance for ID Verifiers

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|---------------------|------------------------------|
| Document Version | V1.0 |
| Publication Date | 30 th June 2021 |
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| Intended Recipients | External Customers |

Overview

Following the withdrawal of the United Kingdom from the EU, the DBS have issued new identity document guidance which reflects this change of status.

Areas of wording which specifically related to the EEA have been withdrawn and numerous wording changes have been made to reflect the UK status within the EU in relation to document labels and guidance text.

Following this change, EEA Nationals will now be processed via Route 1 or Route 1a.

The DBS have issued guidance changes for [standard and enhanced](#) applications and separate guidance for [DBS Basic](#) applications

Summary of ID guidance changes

- Nationality question, 'Is the applicant a UK / EEA National?' has been replaced with, 'Is the applicant a United Kingdom National?' This will change the route required for EEA Nationals, who will now be processed via Route 1 or 1a depending if the applicant is applying for paid employment or are a volunteer.
- Addition of 3 new ID documents to Group 1a Primary
- ID document label and tooltip guidance changes where reference was made to UK/EEA have been updated to reflect either UK only or EEA only.
- Group 1a renamed to Group 1a Primary

Below is a comparison of the existing and new guidance set out by the DBS. All information related to the change can be found on the links provided, any questions with regards to the changes to identity documents should be directed to your account manager within the DBS.

| Existing ID Verification Guidance | ID Verification guidance as of July 1 st 2021 |
|--|--|
| DBS 2018 guidance | New DBS guidance, 1st July 2021 |
| <p>EEA Nationals can be processed alongside UK Nationals by answering Yes to “<i>Is the applicant a UK or European Economic Area National (EEA*)?</i>”</p> <p>Applicant must then provide one document from Group 1, 2 further documents from either Group 1, group 2a or 2b are required (One of which must verify their current address).</p> <p>If the applicant cannot provide a Group 1 document, the application must proceed via Route 2.</p> | <p>EEA Nationals can no longer be processed alongside UK Nationals as they no longer apply to the question “<i>Is the applicant a United Kingdom National?</i>”</p> <p>EEA Nationals are now processed under Route 1 (if the individual is an adult household member in a fostering household, a childminding household, a host family or Living where 'work with children' takes place e.g. Living in boarding school).</p> <p>OR Route 1a.</p> <p>At least one document from Group 1a Primary * is required. 2 further documents from either Group 1, group 2a or 2b are required (One of which must verify their current address)</p> <p>*Group 1a Primary document selection is revealed when a Non-UK national is selected and undertaking work or has no Group 1 documentation as a volunteer.</p> <p>Group 1a has 3 new primary documents that have been added.</p> |

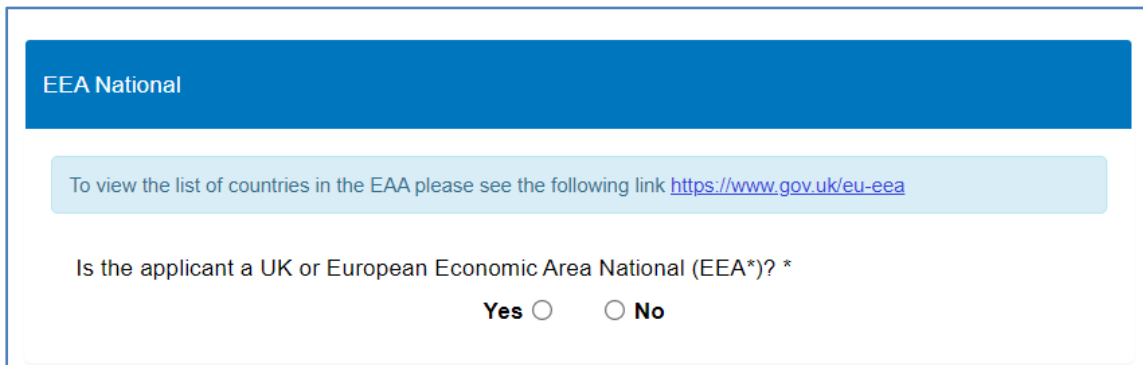
Please be aware that the [temporary changes that DBS made to the identity guidance for Covid](#) are not affected by this and you can continue to use these.

The changes will be in effect as of **1st July 2021**.

Changes reflected in the EmploymentCheck system

Nationality declaration

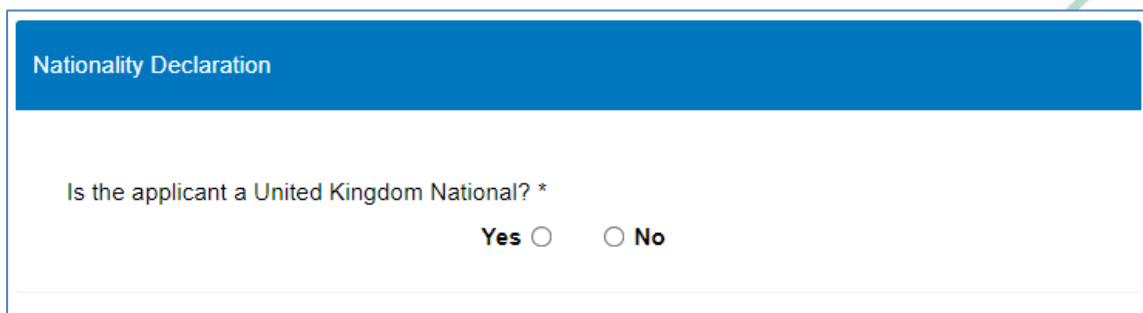
An ID verifier is currently asked, 'Is the applicant a UK or European Economic Area National (EEA)? Under the **EEA National** section.



The screenshot shows a form titled "EEA National" with a blue header. Below the header is a light blue box containing the text: "To view the list of countries in the EAA please see the following link <https://www.gov.uk/eu-eea>". Below this is the question "Is the applicant a UK or European Economic Area National (EEA*)? *" with two radio button options: "Yes" and "No".

Previous ID verification EEA National section

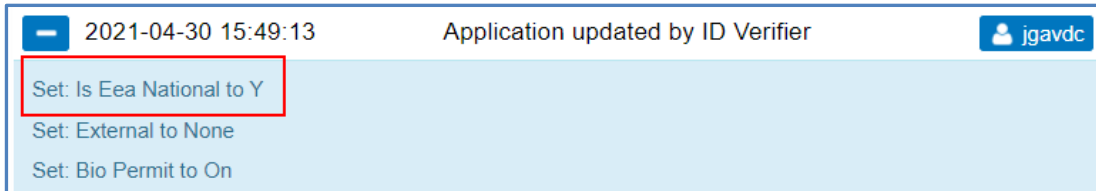
This has now changed to, 'Is the applicant a United Kingdom National? Under the **Nationality Declaration** section.



The screenshot shows a form titled "Nationality Declaration" with a blue header. Below the header is the question "Is the applicant a United Kingdom National? *" with two radio button options: "Yes" and "No".

Updated nationality declaration section.

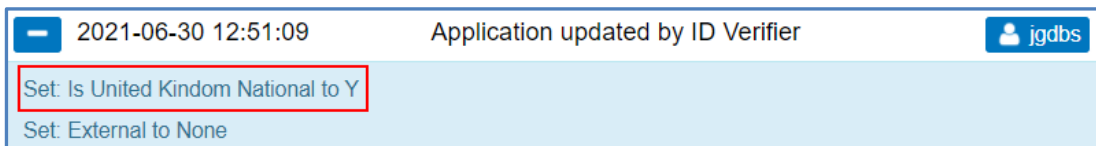
The new question will be reflected in the Application history notes where previously the entry was **Set: Is Eea National to Y (or N)**



A screenshot of an application history entry. The header shows a minus sign, the date and time '2021-04-30 15:49:13', the text 'Application updated by ID Verifier', and a user icon with the name 'jgavdc'. The main content area is light blue and contains three lines of text: 'Set: Is Eea National to Y' (highlighted with a red box), 'Set: External to None', and 'Set: Bio Permit to On'.

Previous Application history entry for Nationality declaration

Application history will now show **Set: Is United Kingdom National to Y (or N)**



A screenshot of an application history entry. The header shows a minus sign, the date and time '2021-06-30 12:51:09', the text 'Application updated by ID Verifier', and a user icon with the name 'jgdbs'. The main content area is light blue and contains two lines of text: 'Set: Is United Kindom National to Y' (highlighted with a red box) and 'Set: External to None'.

EEA Nationals Route changes

An applicant who wants to do **paid work and isn't a national of the UK** must be able to show:

- 1 Group 1a primary document
- 2 supporting documents

If an applicant is unable to provide this documentation they can't submit a DBS check. This is because the right to work in the UK can't be established. **They can't use any other route.**

Applicants for **voluntary work who aren't UK nationals must use Route 1.**

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

However, Route 1 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

Route 1

① At least one document from Group 1 is required
 ② 2 further documents from either Group 1, group 2a or 2b are required (One of which must verify their current address)

Nationality Declaration

Is the applicant a United Kingdom National? *

Yes No

Is the individual an adult household member in a fostering household, a childminding household, a host family or Living where 'work with children' takes place e.g. Living in boarding school? *

Yes No

ID Verification: Group 1

Passport ?

Current driving licence photocard - (full or provisional) ?

Birth certificate - issued within 12 months of birth ?

Current biometric residence permit ?

Adoption certificate ?

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

EEA National processed via Route 1, Group 1 documents

Route 1a

① 2 further documents from either Group 1, group 2a or 2b are required (One of which must verify their current address)
 ② At least one document from Group 1a Primary is required

Nationality Declaration

Is the applicant a United Kingdom National? *

Yes No

Is the individual an adult household member in a fostering household, a childminding household, a host family or Living where 'work with children' takes place e.g. Living in boarding school? *

Yes No

ID Verification: Group 1a Primary

Current Biometric Immigration Document (Current biometric residence permit) ?

Current Passport ?

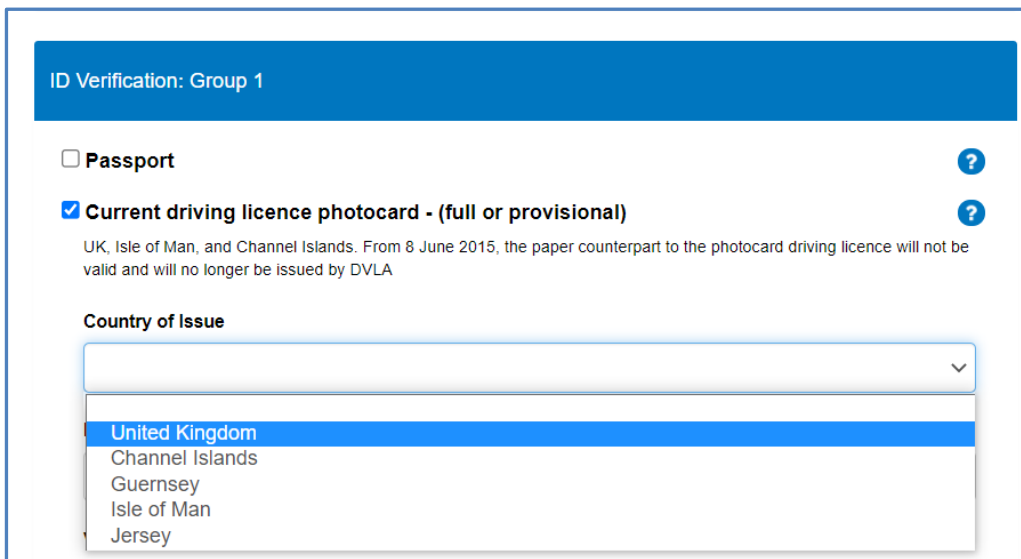
A document issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules on or before 30 June 2021 ?

Application Registration Card issued by the Home Office ?

EEA National processed via Route 1a, Group 1a Primary documents

Group 1 Driving License country of issue

The Group 1 document **‘Current driving licence photocard – (full or provisional)’** no longer relates to EEA Nationals, therefore the drop-down list now only contains, United Kingdom, Channel Islands, Guernsey, Isle of Man and Jersey as shown below.



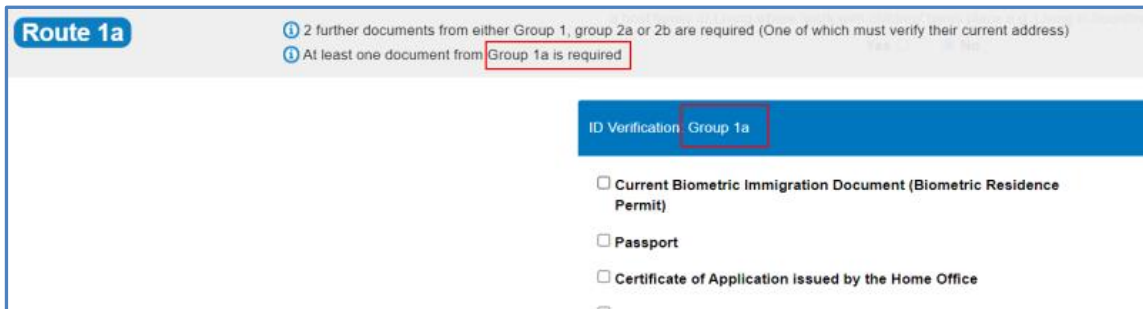
The screenshot shows a form titled "ID Verification: Group 1". It has two radio button options: "Passport" (unchecked) and "Current driving licence photocard - (full or provisional)" (checked). Each option has a question mark icon to its right. Below the second option is a note: "UK, Isle of Man, and Channel Islands. From 8 June 2015, the paper counterpart to the photocard driving licence will not be valid and will no longer be issued by DVLA". Below this is a "Country of Issue" dropdown menu which is open, showing a list of countries: United Kingdom (highlighted in blue), Channel Islands, Guernsey, Isle of Man, and Jersey.

Updated list of available countries for country of issue

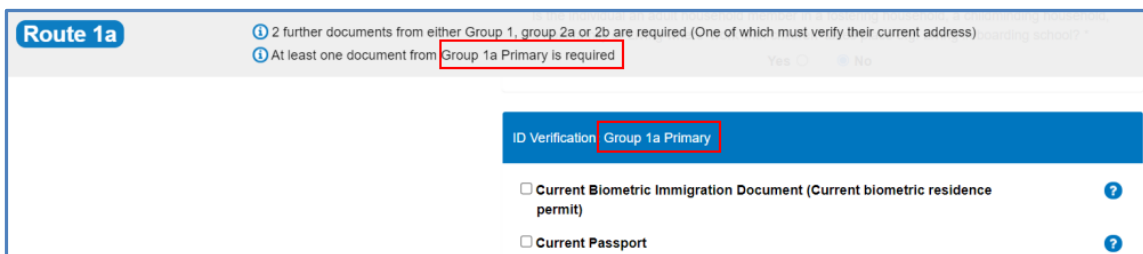
Group 1a Primary documents

To align the naming of the **Group 1a** document section with the DBS, this has been updated to **Group 1a Primary**

The name has updated in the section heading and ID Route banner as shown below.



Previous Group 1a references



Updated reference to Group 1a Primary

Group 1a Primary has 3 new primary documents that have been added. Below is the list of acceptable documents (please see DBS guidance for more information).

- Current Biometric Immigration Document (Biometric Residence Permit)
- Passport
- Current Immigration Status Document
- Current Immigration Status Document containing a photograph
- Application Registration Card issued by the Home Office
- Positive Verification Notice
- 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. **Previously Certificate of Application issued by the Home Office**

- 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. **Previously Permanent Residence Card**
- 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. **Previously Current Residence Card**
- Online evidence of immigration status. **New document**
- A frontier worker permit. **New document**
- A current passport or passport card showing that the holder is a national of the Republic of Ireland. **New document**

ID Verification: Group 1a Primary

- Current Biometric Immigration Document (Current biometric residence permit) ?
- Current Passport ?
- 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 ?
- Application Registration Card issued by the Home Office ?
- 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. ?
- Positive Verification Notice ?
- 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. ?
- Current Immigration Status Document containing a photograph ?
- Current Immigration Status Document ?
- Online evidence of immigration status ?
- A frontier worker permit ?
- Current passport or passport card showing that the holder is a national of the Republic of Ireland. ?

Full list of Group 1a Primary documents with new ID documents highlighted