



North

Yorkshire County Council

DBS Online Process Full Guidance and Supporting Documents

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DBS Online applications Responsible Manager / Verifier's Guidance

For information the Criminal Records Bureau and Independent Safeguarding Authority are now known as the Disclosure Barring Service (DBS).

NYCC are now operating an online DBS process whereby all DBS applications must be completed via the online process.

It is recognised that some applicants/employees will require support to access and complete the online DBS form. Since the DBS check is only completed when commencing a new position or every 3-5 years as part of the re-check process, it is appropriate for the responsible manager to provide such support and access to their applicant/staff member.

In the event that you believe that a paper manual application is required to achieve the employer's requirement to provide reasonable adjustment to those applicants with a disability please contact recruitment and selection services. Only paper forms issued by the Recruitment Team directly with a unique identity number will be accepted and processed.

The following guide will assist you when verifying evidence that has been provided to you by either:

- A candidate who is attending interview and will require a DBS check to work in the post, or
- An existing employee within your service who is now required to carry out a DBS recheck, or
- An applicant who is not employed directly by NYCC, e.g. volunteer, foster carer, adopter, school governor. If you work in a Library and are verifying information for an applicant who does not work for NYCC - please ensure that when you complete the verification form section 'Responsible Manager', you record the name of the contractor/company who is using NYCC's online DBS service and not the name of the library.

The process for completing an online DBS check is a quick 3 step process:

Step 1 – Applicant applies online

The applicant will complete the application form via the current online recruitment process. Important note:

If the applicant is applying for a DBS check that is part of their application to an NYCC vacancy, **it is essential that they apply via the link** that is detailed in correspondence sent to them by recruitment and selection services and not via the DBS web address below.

In the event that the applicant is applying for a DBS check that is a re-check or a DBS for a position which is not directly employed by NYCC, the applicant must apply via www.northyorks.gov.uk/dbs

Applicants are advised that they should complete step 1 prior to completing step 2 with their responsible manager. Please see applicant's guidance for further help and guidance regarding the applicant's process.

Step 2 – Responsible manager/verifier obtains proof of identity and completes the verification form:

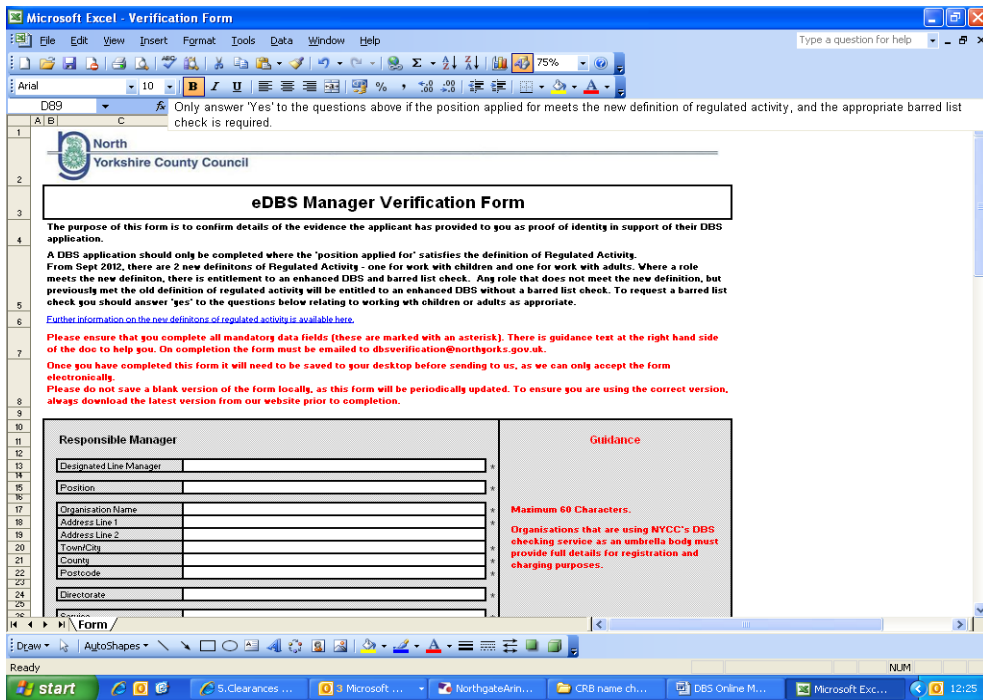
The applicant must produce sufficient evidence to enable you to confirm their identity. Only documentation detailed on the [DBS Identity Check Guidance](#) can be accepted. **The list was last updated in July 2014.** It is therefore essential that you familiarise yourself with the DBS Identify Check Guidance. Failure to satisfy route one will delay the checking process significantly. Where at all possible you should encourage the applicant to follow route one as this is the quickest and most efficient route. The DBS application will not progress until the verification of evidence is returned by you. It is therefore essential that you carry out the verification of evidence as quickly as possible to ensure there is no delay in completing the DBS check. Please complete the verification form which is available on www.northyorks.gov.uk/dbs or for internal managers, the document will be available on the Recruitment pages of Staff Information, under 'Attracting and Selecting employee'.

The applicant will contact you to arrange a convenient time to meet and check their documents. If the DBS application is for a job applicant, the verification would usually take place at interview and the applicant should come prepared with their documentary evidence. It is your responsibility to ensure that the verification is carried out in accordance with DBS requirements to ensure that the integrity of the check is not compromised. You must only accept original evidence that is included in [DBS Identity Check Guidance](#). Evidence must be seen on a face to face basis. You must confirm current legal name, current address and date of birth.

Record evidence on validation form

Once you have confirmed identity, please complete the verification form which is available on www.northyorks.gov.uk/dbs.

An example of the verification form



It is essential that you complete all questions on the verification form. You should then return the verification form by uploading it to the relevant e form which is available [here](#). You must also check that the applicant has already submitted their application form and if not urge them to do so urgently. We will not be able to progress the application until we have received both the applicant's online DBS form and the responsible manager's verification form.

Step 3: Submitting the check to DBS and receipt of results

On receipt of the applicant's online DBS form and the Managers Verification form, recruitment and selection services will securely send the fully completed online form to the Disclosure and Barring Service to process.

On completion of the DBS check, an email will be sent to confirm clearance. In circumstances where a certificate contains information that needs to be considered, you will be required to obtain the original certificate from the applicant, and authenticate it by checking for security features which include

- A crown seal watermark repeated down the right hand side of the certificate, which is visible both on the surface and when holding the certificate up to a light source.
- A background design incorporating the word disclosure which appears in a wave-like pattern across both sides of the document the colour of this pattern is uniform across the front of the certificate but alternates between pink and green on the reverse side.
- Ink and paper will change in the presence of water or solvent-based liquid.

and send it to the Employment Support Service without delay (and no later than within 7 days). The certificate will then be considered by a designated decision maker. Note: the applicant must not be allowed to commence work prior to confirmation of the outcome.

Please note:

As part of safer recruitment, any foreign national or UK national who has lived outside of the UK in the past 5 years should provide a Certificate of Good Conduct from the country where they resided. The reason for this is the DBS check will only cover time spent in the UK.

You must therefore ask the applicant whether they have lived abroad at the point of verifying their evidence, and advise them where appropriate to gain a certificate. Further information on how to obtain a [certificate of good conduct](#) is available here.

IMPORTANT:

The DBS check is only one part of recruiting and working within safe and robust operating systems. You are advised to complete both the Recruitment and Selection and the Safer Recruitment online learning packages that will be available on the learning zone from April 2012. It is also important that you have familiarised yourself with NYCC's DBS Policy as detailed on Staff Information, recruitment, attracting and selection section.

An Applicants Guide to completing the online E-DBS (CRB) Application Form

For information the Criminal Records Bureau and Independent Safeguarding Authority are now known as the Disclosure Barring Service (DBS).

General Advice

The purpose of this guide is to allow you to quickly and easily complete the online DBS application form. Please take time to read this document before commencing.

Register today.....

In order to apply for an online DBS check and complete the application form, you must register for an account. However, if you have recently completed a job application to work for North Yorkshire County Council, you will already have an account and should have received an email prompting you to log into your account to complete the DBS application. It is important that you use the link in the correspondence you have received and do **NOT** apply via the main website links on www.northyorks.gov.uk/dba

If you have not registered for an account, please visit www.northyorks.gov.uk/dba and follow the instructions as prompted. To register you will require an email address: you can use a work, personal or family e-mail address. Please note an individual email address must be used per applicant, as the same email address can not be used by someone else, If you do not have one you can easily create an email address and an email account free by using widely available internet resources such as: Google, Hotmail, Yahoo, BT Internet Freeserve etc. If you are currently working for NYCC and you require support, seek your manager's guidance.

Required documentation.....

The online DBS application form requires you to record details of certain documents (if you have them) in the application form. It will therefore help you to have the following documents available before commencing - National Insurance Number, Passport and Driving Licence.

Helpful hints.....

- All fields marked with an asterix * at the right hand side of the box are mandatory and must be completed.
- The progress tracker at the top right of the screen will prompt you to complete any missing mandatory fields.
- Please remember to click 'save and proceed' to move forward to the next section.
- Where you see an 'i' icon, this indicates that there is information available which you should read to help you fill in the field correctly.

Let's get started.....

Once you have registered, and have clicked on the apply button the following quick 3 step process will be followed:

Home | Accessibility | A-Z | Apply, book, pay and report online | Contact us | Search | Sitemap | Mobile site

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About the Council > Jobs and careers > Disclosure and barring service (DBS) > DBS information for applicants and employees

DBS information for applicants and employees

The Disclosure and Barring Service (DBS) checking process enables an employer to access information from the police and appropriate barred lists.

As part of the recruitment process, a DBS disclosure can help determine the suitability of an applicant to work in a post that involves working with children or vulnerable groups.

If you are from one of the following groups you can complete your DBS application now:

- Schools - new starters and existing employees applying for re-check (paid or volunteering);
- School transport staff working on a North Yorkshire County Council contract;
- Existing county council employees or volunteers engaged in regulated activity who need a re-check;
- Fostering and adoption applicants;
- External organisations that are registered with us as an umbrella body;
- Chaperones working within the county council; and
- Carers for county council's direct payment scheme.

[Apply for a DBS check](#)

Before applying, please refer to the [DBS applicant guidance](#) [450kb], which explains how to complete your application and the various stages of the application process. Please see the [list of acceptable documents to prove identity](#) [204kb] as required by the application.

Do not access the DBS application form here if you have been shortlisted for interview. In that case, an email will be sent to the account you used when applying for the job. The email will contain a link to the DBS application form.

Stage 1 - Completing the online DBS form.....

You will complete all sections of the online DBS application form as follows:

North Yorkshire County Council

Resident Business About the Council

Application guide View & print application Save to Desktop FAQ Submit Logout

Joe Bloggs

Applicant details

Title: MR

Forename: JOE

Surname: BLOGGS

Gender: Male

Until what date was this your surname?: Month Year

Do you have a middle name?: Yes

Middle name: DAVID

Do you have any other middle names?: Select

Have you ever been known by any other surnames?: No

Have you ever been known by any other forenames?: No

Date of birth: 10 November 1985

Place of birth (Town): NORTHALLERTON

Place of birth (County): NORTH YORKSHIRE

Place of birth (Country): United Kingdom

Symbol Key

- Completed
- Mandatory Questions Completed
- Empty
- Incomplete

- These options provide additional functionality, e.g. save and print your application
- The progress tracker allows you to check that you have completed all sections correctly
- There is additional guidance available here

Personal /Applicant details:

Please complete all mandatory fields. Please take care to record surname and forename in the correct fields.

Address Details: If you have lived at a different address in the past 5 years, you will need to record details of 'from' and 'to' dates. Please ensure that the post code is recorded in upper case. If you have lived in any of the Channel Islands, you will need to select UK as the country.

Personal Documents

If you hold any of the following documents, you must record the appropriate identity numbers on the form. National Insurance Number; Passport Number; Driving Licence Number.

Please note: Driving Licence

Your driving licence number contains the first five letters of your surname (or all if it is shorter than five letters), and your first two initials (only one initial if you don't have a middle name). Validation is applied to compare this information with data recorded on other parts of the form, so if you are experiencing a problem with your driving licence number, please check it's not due to one of the following scenarios:

1. If you have changed your name since originally applying for your driving licence, and have not updated your name (e.g. recently married), then for the purposes of verifying your identity, your licence is not valid. In order to submit the application form successfully, you will need to answer 'No' to the question – Do you have a valid driving licence?
2. If you didn't include your middle name when applying for your driving licence, for the purposes of submitting your online DBS application, you must leave the middle name section of the DBS application form blank.

Declaration

Please complete all questions in this section.

Submit the form

- Once you are happy that you have completed all mandatory fields, you should click 'submit'. If you wish you can save a copy for your records.
- You will receive an email to confirm receipt using the e-mail address that you have registered with. All correspondence will be sent to this e-mail address so please ensure that you regularly check your e-mail account.
- If there are errors within any sections of the forms, this will be indicated to you by an 'x' showing against that section (right hand side of the screen). You will also be shown a list of the errors contained within each of the sections that will need to be corrected in order to submit the application. You will not be able to submit the form if there is missing data or if you have entered data into a field in an incorrect format.

Once you have submitted your online DBS application form you now need to complete stage 2 with your responsible manager.....

Stage 2 – Verification of Evidence

- Once you have submitted your online DBS form this second stage is where you are required to provide documentary evidence on a face to face basis to your responsible manager to prove your identity.
- Documentation listed in the [DBS Identity Check Guidance](#) is the only documentation that can be accepted. It is important that you review the list of acceptable evidence which is included in the [DBS Identity Check Guidance](#) as there are new requirements from Sept 2012.
- To avoid any delays or inconvenience, please ensure that you adequately prepare to provide the required documentation.
- In addition to this you must also provide the verifier with details of your National Insurance number.

- If the DBS is required for a new job, this is usually carried out at interview stage therefore please ensure that you read all the correspondence sent to you and have sufficient documentary evidence with you.
- If you are applying for a DBS for other reasons, you should contact your line manager to arrange a convenient time to meet.
- It is essential that you complete this task without delay, as your application will not be processed until this information has been checked and submitted to us.
- Your online DBS form will not be progressed until we receive from your responsible manager their proof and verification for your identity

Stage 3 - Processing your DBS application and receiving your results

Once your manager has confirmed your evidence to us, we will match this with your application and submit the full application including your responsible manager's information to the Disclosure and Barring Service (DBS) who will carry out the DBS check. The expected turnaround time with DBS is approximately 7-10 days but could be longer, please be patient.

On completion DBS will send you a paper DBS certificate to your home postal address. In those circumstances where your certificate contains information you must provide this to your responsible manager as a matter of urgency (and no later than within the next 7 days) for consideration. Failure to do so may result in your offer being withdrawn or in the event of a current employee may result in disciplinary action.

Having a conviction to declare does not necessarily prevent you from being engaged in the post that you wish to work in. NYCC positively support the Rehabilitation of Offenders and takes a balanced approach.

All information disclosed will be dealt with the strictest confidence in compliance with Data Protection.

Your manager will provide confirmation of the outcome of this clearance.

Any communication which we send to you will be via the email address stated on your application form therefore it is important that you check your email and also the applicant centre as this will provide you with updates regarding the status of your clearance.

Help

If you require any help or support when completing the application form please contact Employment Support Services on 01609 532190 or email employmentsupportservice@northyorks.gov.uk.

An Applicants Guide for Transport Operator staff to completing the online E-DBS Application Form

Please note for information, the Criminal Records Bureau and Independent Safeguarding Authority have merged and are now known as the Disclosure Barring Service (DBS).

General Advice

The purpose of this guide is to allow you to quickly and easily complete the online DBS application form. Please take time to read this document before commencing.

Register today.....

In order to apply for an online DBS check and complete the application form, you must register for an account. Please visit www.northyorks.gov.uk/dbs and follow the instructions as prompted. There is additional guidance available for Passenger Transport from the main page.

To register you will require an email address: you can use a work, personal or family email address. If you do not have one you can easily create an email address and an email account free by using widely available internet resources such as: Google, Hotmail, Yahoo, BT Internet Freeserve etc. If you are currently working for NYCC and you require support, seek your manager's guidance.

Required documentation.....

The online DBS application form requires you to record details of certain documents (if you have them) in the application form. It will therefore help you to have the following documents available before commencing - National Insurance Number, Passport and Driving Licence.

Helpful hints.....

- All fields marked with an asterix * at the right hand side of the box are mandatory and must be completed.
- The progress tracker at the top right of the screen will prompt you to complete any missing mandatory fields.
- Please remember to click 'save and proceed' to move forward to the next section.
- Where you see an 'i' icon, this indicates that there is information available which you should read to help you fill in the field correctly.

Let's get started.....

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About the Council > Jobs and careers > Disclosure and barring service (DBS) > DBS information for applicants and employees

About the Council

- Jobs and careers
- Disclosure and barring service (DBS)
- Disclosure and Barring Service (DBS)
- DBS information for managers
- DBS information for applicants and employees**
- DBS information for passenger transport contractors and employees
- DBS information for outside organisations

DBS information for applicants and employees

The Disclosure and Barring Service (DBS) checking process enables an employer to access information from the police and appropriate barred lists.

As part of the recruitment process, a DBS disclosure can help determine the suitability of an applicant to work in a post that involves working with children or vulnerable groups.

If you are from one of the following groups you can complete your DBS application now:

- Schools - new starters and existing employees applying for re-check (paid or volunteering);
- School transport staff working on a North Yorkshire County Council contract;
- Existing county council employees or volunteers engaged in regulated activity who need a re-check;
- Fostering and adoption applicants;
- External organisations that are registered with us as an umbrella body;
- Chaperones working within the county council; and
- Carers for county council's direct payment scheme.

[Apply for a DBS check](#)

Before applying, please refer to the [DBS applicant guidance](#) [450kb] which explains how to complete your application and the various stages of the application process. Please see the [list of acceptable documents to prove identity](#) [204kb] as required by the application.

Do not access the DBS application form here if you have been shortlisted for interview. In that case, an email will be sent to the account you used when applying for the job. The email will contain a link to the DBS application form.

Download

[Policy Statement on the Requirement of Ex-Offenders](#) [126kb]

Related websites

[GOV.UK - DBS code of practice](#)

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Stage 1 - Completing the online DBS form.....

You will complete all sections of the online DBS application form as follows:

North Yorkshire County Council

Resident | Business | **About the Council**

Application guide | View & print application | Save to Desktop | FAQ | Submit | Logout

Joe Bloggs

Applicant details

Title	MR	✓ Personal details
Forename	JOE	✗ Applicant details
Surname	BLOGGS	✓ Current address
Gender	Male	✗ Previous addresses
If you selected any value other than 'Miss' in the title field, please detail your surname at birth		
Until what date was this your surname?	Month Year	✓ Declaration
Do you have a middle name?	Yes	Symbol Key
Middle name	DAVID	✓ Completed
Do you have any other middle names?	Select	✓ Mandatory Questions Completed
Have you ever been known by any other surnames?	No	✗ Empty
Have you ever been known by any other forenames?	No	✗ Incomplete
Date of birth	10 November 1985	
Place of birth (Town)	NORTHALLERTON	
Place of birth (County)	NORTH YORKSHIRE	
Place of birth (Country)	United Kingdom	

- These options provide additional functionality, e.g. save and print your application
- The progress tracker allows you to check that you have completed all sections correctly
- There is additional guidance available here

Personal /Applicant details:

Please complete all mandatory fields. Please take care to record surname and forename in the appropriate fields.

Address Details: If you have lived at a different address in the past 5 years, you will need to record details of 'from' and 'to' dates. Please ensure that the post code is recorded in upper case.

Personal Documents

If you hold any of the following documents, you must record the appropriate identity numbers on the form. National Insurance Number; Passport Number; Driving Licence Number. Please note, if you are a driver for a transport operator you MUST include your Driving Licence Number.

Please note: Driving Licence

Your driving licence number contains the first five letters of your surname (or all if it is shorter than five letters), and your first two initials (only one initial if you don't have a middle name). Validation is applied to compare this information with data recorded on other parts of the form, so if you are experiencing a problem with your driving licence number, please check it's not due to one of the following scenarios:

3. If you have changed your name since originally applying for your driving licence, and have not updated your name (e.g. recently married), then for the purposes of verifying your identity, your licence is not valid. In order to submit the application form successfully, you will need to answer 'No' to the question – Do you have a valid driving licence?
4. If you didn't include your middle name when applying for your driving licence, for the purposes of submitting your online DBS application, you must leave the middle name section of the DBS application form blank.

Declaration

Please complete all questions in this section.

Submit the form

- Once you are happy that you have completed all mandatory fields, you should click 'submit'. If you wish you can save a copy for your records.
- You will receive an email to confirm receipt using the e-mail address that you have registered with. All correspondence will be sent to this e-mail address so please ensure that you regularly check your e-mail account.
- If there are errors within any sections of the forms, this will be indicated to you by an 'x' showing against that section (right hand side of the screen). You will also be shown a list of the errors contained within each of the sections that will need to be corrected in order to submit the application. You will not be able to submit the form if there is missing data or if you have entered data into a field in an incorrect format.

Once you have submitted your online DBS application form you now need to complete stage 2 with your employer or other approved verifier such as a member of NYCC library staff.

Stage 2 – Verification of Evidence

- Once you have submitted your online DBS form this second stage is where you are required to provide documentary evidence on a face to face basis to your employer to prove your identity. Verification is also available at [certain libraries](#).
- Documentation listed in the [DBS Identity Check Guidance](#) is the only documentation that can be accepted. It is important that you review the list of acceptable evidence which is included in the [DBS Identity Check Guidance](#) as there are new requirements from Sept 2012.
- To avoid any delays or inconvenience, please ensure that you adequately prepare to provide the required documentation.

- It is essential that you complete this task without delay, as your application will not be processed until this information has been checked and submitted to us.
- Your online DBS form will not be progressed until we receive from your verifier their proof and verification for your identity.
- You should also print off and complete a Passenger Transport Vetting Procedures [Consent Form](#) which should be given to your employer/verifier, along with a passport style photograph, to check and verify the information and that you are the individual in the photograph. This Form and the photograph (with your full name and date of birth printed on the reverse) should then be posted to [Integrated Passenger Transport](#). Failure to submit the Form and photograph will delay the application process and subsequently the notification of your disclosure result via your employer.

Stage 3 - Processing your DBS application and receiving your results

Once your evidence has been confirmed to us, we will match this with your application and submit the full application including verification information to National DBS who will carry out the DBS check.

On completion DBS National will send you a paper DBS certificate to your home postal address. In circumstances when the certificate contains information, you must provide this to us for consideration. In order for us to complete this task you should take your original certificate to one of the libraries listed here. The library staff will authenticate the certificate, scan and send it to the Employment Support Service for consideration by a designated decision maker. The library staff will not be involved in the decision making process and are only providing an administrative function to ensure safe receipt of the certificate. Any queries regarding the information revealed should be discussed with Integrated Passenger Transport. When North Yorkshire County Council receive your DBS check information this will be reviewed and consideration as to whether you are suitable to work on transport contracts will be given. Your employer will be provided with notification of the outcome of this process which will then be passed on to you.

Having a conviction to declare does not necessarily prevent you from being engaged in the post that you wish to work in. NYCC positively support the Rehabilitation of Offenders and takes a balanced approach.

All information disclosed will be dealt with the strictest confidence in compliance with Data Protection.

Any communication which we send to you will be via the email address stated on your application form therefore it is important that you check your email and also the applicant centre as this will provide you with updates regarding the status of your clearance.

Help

If you require any help or support when completing the application form please contact Employment Support Services on 01609 532190 or email employmentsupportservice@northyorks.gov.uk.



Disclosure and Barring Service (DBS) (Formerly Criminal Records Bureau CRB) Identification Checking Guidance

Status: Last updated July 2014

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01609 532190



employmentsupportservice@northyorks.gov.uk

1.0 Introduction

The Disclosure and Barring Service DBS has introduced a more robust identity (ID) checking process which applies to all applications for a DBS check with immediate effect. The reason for this is to strengthen and improve public protection.

2.0 Identification checking process – key points

The applicant must provide a range of ID documents as part of the DBS application process to prove their identity.

The nominated verifier, who in most cases will be the manager must:

- establish the true identity of the applicant through the examination of a range of documents as set out in this guidance.
- ensure that the applicant provides details of all names by which they have been known.
- ensure that the applicant provides details of all addresses where they have lived in the last five years.

- cross-match the applicants address history with other information available; in the case of new applicants, please check the job application form; in the case of current staff please check their personal records (resource link/ myview/ wisdom/ edrms records).

Please note that:

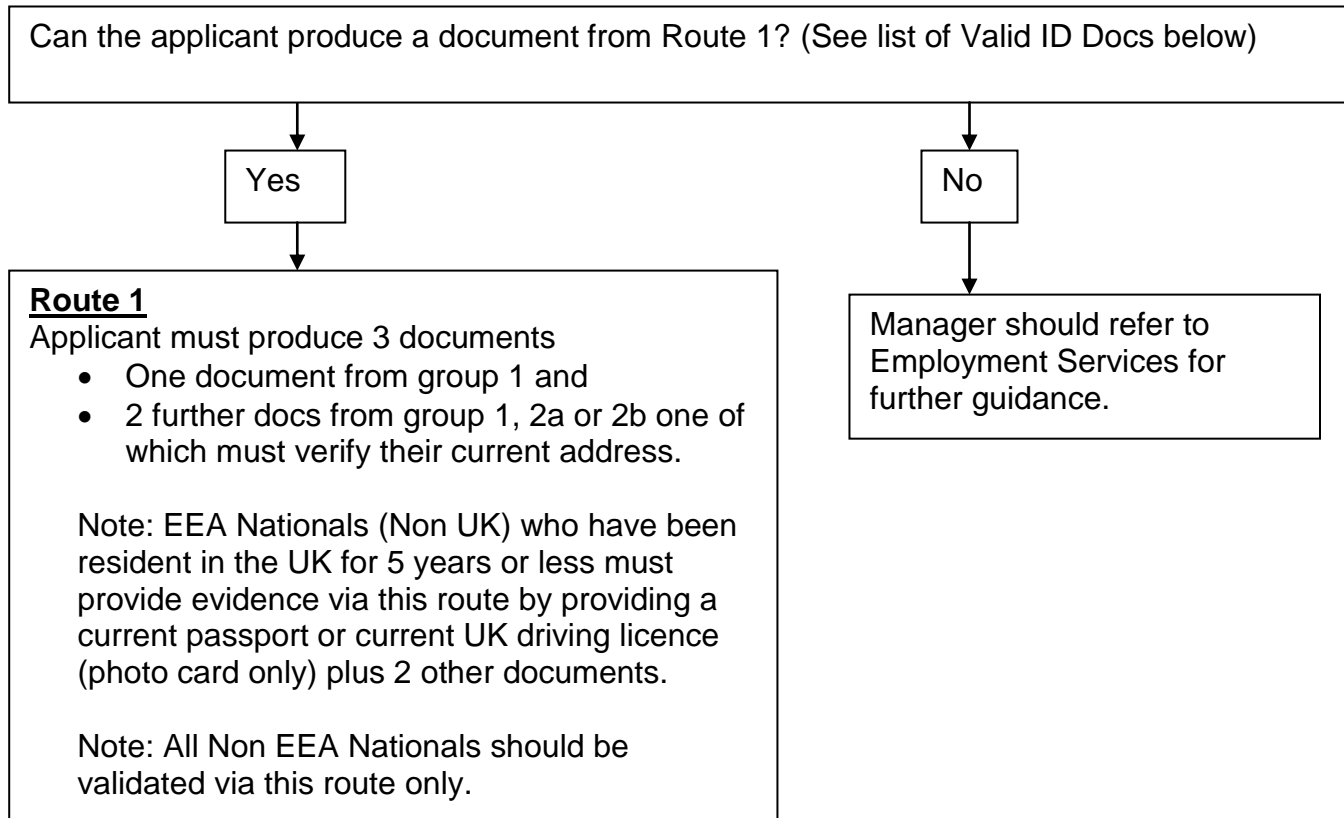
- You must only accept valid, current and original documentation from the list of acceptable documents.
- You must not accept photocopies.
- You must not accept documentation printed from the internet e.g. internet bank statements.
- You should in the first instance, seek documents with photographic identity (e.g. passport, new style driving licence, etc.) and for this to be compared against the applicant's likeness as this is preferable.
All documents must be in the applicant's current name.
- One document must confirm the applicant's date of birth.
- You must ensure that the applicant declares all previous change of name, and provides documentary proof to support the change of name. You should only employ and apply for a DBS check in the legal name of the individual.
- You must see at least one document to confirm the applicant's current address.
- A full and continuous five year address history must be provided. Evidence of this should be seen if at all possible evidence and this should be cross referenced against any other information available to you e.g. application form.
- A document from each of the groups should be included only once in the document count, e.g. do not accept two bank statements as two of the required documents, if they are from the same bank.
- 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.

3.0 Process to follow to check an applicants ID

All applicants must initially be considered under route 1 below. Failure to meet the requirements of route 1 will result in following route 2 which requires an external verification and possible finger print identification by police forces. Managers should expect delays in using the route 2 process and be aware that potential additional costs will be incurred. It is therefore advisable that every effort is taken for applicants to successfully complete route 1, prior to instigating route 2. It is anticipated that 97% of DBS applicants can meet route 1. Please note the individual must not commence work prior to DBS clearance being obtained.

If you are unable to validate the applicant's identity from the documentation listed please contact Employment Services for further guidance on how to proceed at Employmentsupportservice@northyorks.gov.uk or telephone 01609 532190.

4.0 Application Verification Flow Chart



5.0 List of Valid Identity Documents

Group 1 – Primary Trusted Identity Credentials

Document	Notes
Passport	Any current and valid passport
Biometric residence permit	UK
Current driving licence – photo card with counterpart where one is issued.	UK/Isle of Man/Channel Islands and EU (full or provisional) (Please note some European countries do not issue counterparts) All licences must be valid in line with current DVLA requirements.
Birth Certificate- issued at time of birth	UK and Channel Islands – including those issued by UK authorities overseas. Eg Embassies, High Commissions and HM Forces
Adoption Certificate	UK

Group 2a – Trusted Government/State Issued Documents

Document	Notes
Current driving licence- photo card (where a counterpart has been issued but no counterpart	All countries (full or provisional) All licences must be valid in line with current DVLA requirements

is presented)	
Current driving licence – paper version	UK/Isle of Man/Channel Islands and EU (full or provisional). All licences must be valid in line with current DVLA requirements
Birth certificate – issued after time of birth	UK and Channel Islands
Marriage certificate/Partnership certificate	UK and Channel Islands
HM Forces ID Card	UK
Firearms Licence	UK, Channel Islands and Isle of Man

Group 2b – Financial/Social History Documents

Document	Notes	Issue Date and Validity
Mortgage Statement	UK 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 account opening confirmation letter	UK	Issued in last 3 months
Credit card statement	UK or EEA	Issued in last 3 months
Financial statement eg pension or endowment	UK or EEA	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
Works permit or visa	UK	Valid up to expiry date
Letter of sponsorship from future employment provider	Non-UK or 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	Issued in last 3 months
Benefit statement eg Child Benefit, Pension	UK	Issued in last 3 months
Central or local government, government agency, or local council document giving entitlement, eg from the Department of Work and Pensions, the Employment Service, HMRC	UK and Channel Islands	Issued in last 3 months
EU National ID card		Must still be valid

Cards carrying the PASS accreditation logo	UK and Channel Islands	Must still be valid
Letter from head teacher or college principal	UK – for 16 – 19 year olds in full time education. Only used for exceptional circumstances if other documents cannot be provided	

6.0 Further guidance on the checking procedure

How can I check Driving Licences?

Do not accept licenses, other than those stated in the list of Valid Identity Documents. English, Welsh and Scottish driving licence numbers contain information about the applicant's name, sex and date of birth. This information is written in a special format but can be gleaned and matched against the information provided by the applicant in Section A.

Please note that the date of birth on English, Welsh and Scottish driving licences, issued before 1977, is not recorded as a separate entry on the licence. The date of birth can be deciphered from the driving licence number and checked against the date of birth field on the application form.

For example the format of the number for Christine Josephine Robinson, born 2 July 1975

ROBIN 7570 25 CJ99901
NNNNN YMMDDY IICCC C

- N = 1st five letters of the surname (if the surname begins MAC or MC it is treated as MC for all).
- Y = YEAR of birth.
- M = MONTH of birth (In the case of a female, the number represented by the first M will have the value 5 added to the first digit e.g. a female born in November (i.e. 11) would display '61' in the MM boxes or if born in February (i.e. 02) would display '52').
- D = DAY of month of birth.
- I = Initial letter of the first two forenames - if only one, then 9 will replace the second letter. If the licence indicates that the applicant has a middle name, ensure that one has been provided in Section A.
- C = Computer generated.

Please note, for Northern Ireland; Isle of Man and Jersey driving licences the licence number is in a different format. The licence number is unique to the driver and the 'name' or 'date of birth' validation, as shown above, cannot be used.

What if the applicant has been adopted?

Registered Bodies should inform applicants that if they were adopted before the age of 10, they do not need to provide their surname at birth in Section A of the DBS application form, they should give their adoptive name in this section.

This is because the age of criminal responsibility is deemed to be 10 years, under the Children and Young Persons Act 1933, Chapter 12, Section 50. This means that there is no possibility that an individual could have a criminal record in a name that was used until the age of 10.

What should a Registered Body do if they suspect false identity or documents?

If you suspect that you have been presented with a false identity or documents at the time of application, do not proceed with the application process.

- To report suspected identity fraud [click here](#)
- For further information on identity fraud [click here](#)
- If you suspect identity fraud once a DBS check has been submitted, you must [contact the DBS](#)

You are also advised that under Section 8 of the Asylum and Immigration Act 1996 all employers in the United Kingdom are required to make basic document checks to help prevent anyone from working illegally. By carrying out checks employers will be able to establish a defence for themselves if any of their employees are found to be working illegally at a later date.

Further details are available on the [UK Border Agency website](#) and the UK Border Agency Employer Helpline on 0845 010 6677

The following guidance applies to individuals applying for a DBS check and those applying for Lead or Counter signatory status.

How do I check for indicators of fraud?

Always check for signs of tampering when checking identity documents. Documents should be queried if they display any signs of damage, especially in the areas of personal details such as the name and the photograph. The following guidelines should help you look out for any suspicious signs when authenticating documents.

Checking a passport?

Check the general quality and condition of the passport. Treat it with suspicion if it is excessively damaged; accidental damage is often used to conceal tampering. Photographs should be examined closely for signs of damage to the laminate or for excessive glue or slitting of the laminate; these signs would indicate photo substitution. If the photograph appears excessively large, this might indicate an attempt to hide another photograph underneath. There should also be an embossed strip embedded into the laminate, which will catch a portion of the photograph.

Check there is no damage to this area. If the passport is from a foreign national, you can still follow the same general procedures as above.

[Basic UK passport checking](#)

Checking a photo driving licence?

Examine the licence for evidence of photo tampering or any amendment of the printed details.

[Your new driving licence](#)

[UK Driving Licence level 1 security features](#)

Checking an old style driving licence (no photograph)?

Remove the document from the plastic wallet and check that it is printed on both sides. It should have a watermark visible by holding the licence up to the light and there should be no punctuation marks in the name or address. The 'Valid To' date should be the day before the bearer's 70th birthday (unless the bearer is already over 70). The 'Valid To' date can therefore be cross-referenced with the applicant's date of birth detailed in Section A.

Checking a birth certificate?

Birth certificates are not evidence of identity, and are easily obtained. Although certificates issued at the time of birth may give more confidence that it belongs to the individual, unlike a recently issued certificate they will not show if any information has been corrected or superseded by a new registration.

Check the quality of paper used; genuine certificates use a high grade. There should be a watermark visible when the document is held up to the light. Any signs of smoothness on the surface would indicate that original text might have been washed or rubbed away. There should be no signs of tampering, changes using liquid paper, overwriting or spelling mistakes.

The following list provides some general information about certificate completion which **may** help to establish whether the certificate and/or the details have been falsified. This is provided solely as a guide and is not exhaustive:

- The certificate format used should be appropriate for the year of registration.
- Only the surname should be entered in upper case, not the forename(s).
- Dates of birth should be shown with the day and month in words and the year in figures.

The following information might indicate that the certificate has been altered:

- Spacing between falsely added particulars might be irregular compared to original information. 'Thick' or 'thin' spacing might infer particulars have been added.
- False particulars might not have been aligned with other words.
- Characters may not be of the same size or shape with the rest of the particulars.
- Movement of handwriting may look mechanical and does not flow with the rest of the particulars.
- Changes might not be consistent e.g. parents' surnames might be altered, but not the signatures.
- The area around falsely added or removed particulars may react differently under an ultra violet light i.e. show signs of staining. In addition, such areas of paper may appear thinner where the paper fibres have been disturbed by abrasion.

Checking an EU photo identity card?

Examine the card for evidence of photo tampering or any amendment of the printed details.

Checking an HM Forces ID card?

Examine the card for evidence of photo tampering or any amendment of the printed details.

Checking a firearms licence?

Check the licence is printed on blue security paper with a Royal crest watermark and a faint pattern stating the words 'Home Office'. Examine the licence for evidence of photo tampering or any amendment of the printed details, which should include home address and date of birth. The licence should be signed by the holder and bear the authorising signature of the chief of police for the area in which they live, or normally a person to whom his authority has been delegated.

Other forms of identification?

Ensure all letters and statements are recent, i.e. within a three month period. Do not accept documentation printed from the internet. Check letter headed paper is used, bank headers are correct and all documentation looks genuine. The address should be cross-referenced with that quoted in Section B.

Where to go for help?

The PRADO website is provided by the Council of European Union. Employers are able to use this website to identify the basic safeguards contained in European documents and a few more other nationality documents.

[The Public Register of Authentic Identity and Travel Documents Online](#)