

**Disclosure and Barring Service (DBS)  
(Formerly Criminal Records Bureau CRB)  
Identification Checking Guidance for Verifiers  
Route one only**

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## **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. This list was last updated in July 2014.

## **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. Please see flow chart at page 8.

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](mailto:Employmentsupportservice@northyorks.gov.uk) or telephone 01609 532190.

### **4.0 List of Valid Identity Documents**

**NOTE: From 8th June 2015 the counterpart of the photo card driving licence is no longer required. In addition an EU current photo card driving licence is included as Group 1 evidence.**

## Group 1 – Primary trusted identity credentials

Document	Notes
Passport	Any current and valid passport
Biometric residence permit	UK
Current driving licence photocard - (full or provisional)	UK/Isle of Man/Channel Islands and EEA (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 within 12 months 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 is presented)	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 and Channel Islands
Marriage certificate/Partnership certificate	UK and Channel Islands
Immigration document, visa or work permit	All countries outside the EEA - valid only if you're working in the country that issued the document
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 e.g. 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
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 e.g. Child Benefit, Pension	UK	Issued in last 3 months
Central or local government, government agency, or local council document giving entitlement, e.g. 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	Must still be valid

## 5.0 Further guidance on the checking procedure

### What if the applicant has changed their name recently and cannot provide ID documents in this new name?

Documents in a previous name can be accepted ONLY where the applicant can provide documentation supporting a recent change because of:

- marriage/civil partnership (marriage/civil partnership certificate)
- divorce/civil partnership dissolution (decree absolute/civil partnership dissolution certificate)
- deed poll (Deed Poll certificate)

Ensure that all 'Previous names' and 'Dates used' are recorded in Section A (Additional Personal Details)

### **What if the applicant has been adopted?**

Applicants who were adopted before the age of 10, 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.

### **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

ROBIN757025CJ99901  
NNNNNYMMDDYIICCC 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 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](#) (PRADO website)

## 6.0 Application Verification Flow Chart

