Detailed ID checking guidelines

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Introduction

The DBS updated their filtering guidelines on 1st July 2021, and the old filtering guidelines can no longer be used. The guidelines list documents that can be used as proof of identity and proof of current address.

The following link takes you to the DBS ID checking guidelines for more detailed information:

https://www.gov.uk/government/publications/dbs-identity-checking-guidelines/id-checking-guidelines-for-standardenhanced-dbs-check-applications-from-1-july-2021

Group 1: Primary Identity Documents

- To process DBS checks, candidates must provide one document proving their personal identity from Group 1.

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All documents must be valid/in date. We cannot accept expired passports, drivers license, or biometric residence permits. Birth certificates must be issued within 12 months of birth
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Group 2a: Trusted Government Documents and Group 2b: Financial and Social History Documents

- Candidates will then need to provide one or two further documents from Group 2a or 2b, depending on the level of check applied for. The ID verifier will need to ensure all documents are issued within the time frame as advised on the ID checking guidelines.

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Basic DBS checks: Only one proof of address document is required. Standard and Enhanced checks: Two proof of address documents are required. Also note, if a candidate provides a passport as proof of identity and a drivers license as proof of address, they name of the candidate must be stated the same on both documents.
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The following information is for Right to Work for UK and Non UK Nationals. Below details some of the documents we can accept as proof of Right to Work for screening candidates and DBS candidates. There is further information regarding these

documents on the DBS ID checking guidelines:

- Valid OR expired passport (UK National)
- A verified birth certificate and document showing the candidates NI number (UK National)
- Current biometric residence permit
- Current immigration status document
- Current immigration status document containing a photograph