Guidance for ID verifiers

Jagriti Patwari - 2026-11-20 - Comments (0) - Individual DBS Check Orders

ID Verification Guidance

- Documents to Use to Complete the ID verification
- Duplications on the Application
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Documents to use to complete the ID verification

- For **Basic DBS checks**, the candidate will need to provide one document proving their personal identity, and **one** document proving their current address. For **Standard/Enhanced DBS checks**, the candidate will need to provide one document proving their personal identity and **two** documents proving their current address.
- **As the employer or nominated ID verifier, you need to ensure you have seen the original documents as you are checking for fraud indicators.**

The following link details all documents that can be used for proof of identity and proof of current address:
https://www.gov.uk/government/publications/dbs-identity-checking-guidelines/id-checking-guidelines-for-dbs-check-applications-from-3-september-2018..

If you are using a passport as well as a photo-card drivers license, the name on both documents needs to match for the system to accept both documents together.

Duplications on the Application

- When completing the ID verification, ensure there are no duplications in the address history section. This includes house/flat number, building names, street names and town/county. Also ensure there are no duplications in the candidates name, for example duplicated middle names.
- **The DBS regularly cancel checks where there are duplications in the candidates personal details, so this is very important to check.**

If there are any changes that need to be made to the application, please let us know before completing the ID verification, and we can push the application back to the

candidate to amend.

IDVT details

- If you have received the IDVT report once candidate has done electronic ID verification from our system then you need to enter the passport details requested on the ID verification page and enter 'Yoti Ltd' as the IDVT provider.