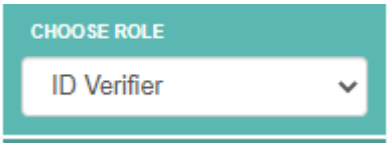
ID Verification Guidance

Annie Titiloye - 2025-02-03 - Comments (0) - Employer Ebulk DBS checks

ID Verification Guidance

- Role Change to ID Verifier
- Documents to Use to Complete the ID verification
- Duplications on the Application

Role Change to ID Verifier

- To complete the ID verification, your role will need to be changed to an ID Verifier. If your role is a BU Admin and ID Verifier, before completing the ID verification you will need to change your role to ID verifier on the left-hand side:
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- **You will only be able to view applications to complete the ID verification once the candidate's personal details have been completed.**

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.**

Note

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..

Warning

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.**

Information

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.

- Tags
- DBS