Proof of ID

Annie Titiloye - 2025-10-14 - Comments (0) - Xavier - Employee screening portal

There are 3 proof of identity documents that we are able to accept:

- **Passport** - This cannot be expired and should be uploaded on the screening form with both the photo page and signature page (signed). All corners of both pages must be inside the frame. The ID must be in your current name.

- **Driving License** - This cannot be expired and must be registered in your current address. The ID must be in your current name.

- **Birth Certificate** - This must be the original document and not a copy. As birth certificates cannot be verified electronically unlike the other two documents, a written and signed note from your employer with the following message -

"I, [*verifier's name]* of [*company's name]*, hereby confirm that I have seen *candidate's name*'s original documents. The

documents are genuine, original, unchanged, and belong to the named individual.

Verifier's name

Verifier's signature"

Once the birth certificate has been verified and the note has been written, please upload a photo/photocopy of the birth certificate with the note next to it, and a document that shows your National Insurance Number.

These three documents are the only ones that are acceptable under DBS Guidelines. Failing to provide one as instructed will result in the screening being returned and initiation of checks being delayed.

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