

Confirming the identity of someone from the UK or EEA

Their identity needs to be confirmed. They need to provide original documentation (no photocopies) to the person who asked them to complete the form.

Which documents do you need to provide?

Can you produce any documents from Group 1?

Yes

No

Route One

3 documents must be seen

One document from Group 1 plus any two from Groups 1, 2a or 2b (one of which must verify their current address).

If these documents have been provided, the ID check is complete.

Route Two

3 documents must be seen

One document from Group 2a, 2 further documents from either Group 2a or 2b (one of which must verify their current address) **and** an external validation check is required.

An external validation check will be required to establish the applicants name and history. Community First can arrange this for you for an additional administration fee. EEA nationals who've been resident in the UK for 5 years or less may need to be fingerprinted if they can't show these documents .

Route 3 can only be used if it's impossible to process the application through Routes 1 or 2. EEA nationals who've been resident in the UK for 5 years or less can't use Route 3. For Route 3, the applicant must be able to show a birth certificate issued after the time of birth (UK, Isle of Man and Channel Islands), one document from Group 2a and 3 further documents from Group 2a or 2b. At least one of the documents must show the applicant's current address. If the applicant can't provide these documents they may need to be fingerprinted.

List of Valid Identity Documents (at 25 Oct 2017)

Group 1

- Any current and valid passport
- Biometric residence permit, UK
- Current driving licence photocard (full or provisional), UK, Isle of Man, Channel Islands, EU
- Birth certificate - issued within 12 months of birth, UK, Isle of Man and Channel Islands, including those issued by UK authorities overseas, eg. embassies, High Commissions and HM Forces
- Adoption certificate, UK and Channel Islands

Group 2a

- Current driving licence photocard - (full or provisional), 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, Isle of Man, Channel Islands
- Immigration document, visa or work permit, Issued by a country outside the EEA. Valid only for roles whereby the applicant is living and working outside of the UK. Visa/permit must relate to the non EEA country in which the role is based
- Marriage/civil partnership certificate, UK and Channel Islands
- HM Forces ID card, UK
- Firearms licence, UK, Channel Islands and Isle of Man

Group 2b * Issued in last 3 months ** Issued in last 12 months

- Mortgage statement, UK or EEA **
- Bank or building society statement, UK and Channel Islands or EEA*
- Bank or building society statement, countries outside the EEA. Branch must be in the country where the applicant lives and works *
- Bank or building society account opening confirmation letter, UK*
- Credit card statement, UK or EEA *
- Financial statement, eg. pension or endowment, UK**
- P45 or P60 statement, UK and Channel Islands **
- Council Tax statement, UK and Channel Islands **
- Letter of sponsorship from future employment provider – must still be valid, non-UK or non-EEA only - valid only for applicants residing outside of the UK at time of application
- Utility bill, UK - not mobile telephone bill *
- Benefit statement, for example Child Benefit, Pension, UK*
- Central or local government, government agency, or local council document giving entitlement, eg. from the Department for Work and Pensions, the Employment Service, HMRC, UK*
- EEA National ID card, must still be valid
- Cards carrying the PASS accreditation logo - must still be valid, UK, Isle of Man and Channel Islands
- Letter from head teacher or college principal - must still be valid. UK - for 16 to 19 year olds in full time education - only used in exceptional circumstances if other documents cannot be provided

Confirming the identity of someone who isn't a UK or EEA national

Their identity needs to be confirmed. They need to provide original documentation (no photocopies) to the person who asked them to complete the form.

Which documents do you need to be provided?

Can they produce any documents from Group 1?

Yes

No

Route One

3 documents must be seen

An applicant who wants to do **paid or voluntary work** and isn't a UK or EEA national, must be able to show:

- One primary document plus
- Two supporting documents
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(one of these must verify their current address)

Non-EEA nationals who are eligible for a DBS check and receiving payment for work, even if it is an allowance e.g. a foster carer must use the paid work route.

However, Route 1 can be used by adult household members: in a fostering household, in a childminding household, in a host family, living where 'work with children' takes place e.g. living in a boarding school.

If an applicant is unable to provide this documentation they can't submit a DBS check.

This is because the right to work in the UK can't be established.

They can't use any other route.

List of Valid Identity Documents (at 25 Oct 2017)

Primary documents

A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.

A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.

A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.

A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.

A Certificate of Application issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old together with a Positive Verification Notice from the Home Office Employer Checking Service.

An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service.

Applicants providing one of the following documents must also provide a current valid Passport:

A current Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence.

A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

List of Valid Identity Documents (at 25 Oct 2017) for someone who isn't a UK or EEA national

Group 1

- Any current and valid passport
- Biometric residence permit, UK
- Current driving licence photocard - (full or provisional), UK, Isle of Man, Channel Islands and EEA
- Birth certificate - issued within 12 months of birth, UK, Isle of Man, Channel Islands, including those issued by UK authorities overseas, eg. embassies, High Commissions and HM Forces
- Adoption certificate, UK and Channel Islands

A passport or biometric residence permit can only be used as a supporting document if it's not already been used as a primary document

Group 2a

- Current driving licence photocard - (full or provisional), all countries outside the EEA (excluding Isle of Man and Channel Islands) i
- Current driving licence (full or provisional) - paper version (if issued before 1998), UK, Isle of Man, Channel Islands , EEA
- Birth certificate - issued after time of birth, UK, Isle of Man and Channel Islands
- Marriage/civil partnership certificate, UK and Channel Islands
- Immigration document, visa or work permit (for applicants living and working outside the UK)
- HM Forces ID card, UK
- Firearms licence, UK, Isle of Man and Channel Islands

Group 2b * Issued in last 3 months ** Issued in last 12 months

- Mortgage statement, UK or EEA **
- Bank/building society statement, UK and Channel Islands or EEA*
- Bank/building society statement (for applicants living and working outside the UK and EEA). Branch must be in the country in which the applicants lives and works *
- Bank or building society account opening confirmation letter, UK*
- Credit card statement, UK or EEA *
- Financial statement, eg. pension or endowment, UK**
- P45 or P60 statement, UK and Channel Islands **
- Council Tax statement, UK and Channel Islands **
- Letter of sponsorship from future employment provider – must still be valid, non-UK or non-EEA only - valid only for applicants residing outside of the UK at time of application
- Utility bill, UK - not mobile telephone bill *
- Benefit statement, for example Child Benefit, Pension, UK*
- Central or local government, government agency, or local council document giving entitlement, eg. from the Department for Work and Pensions, the Employment Service, HMRC, UK*
- EU National ID card - must still be valid
- Cards carrying the PASS accreditation logo - must still be valid, UK, Isle of Man and Channel Islands
- Letter from head teacher or college principal - must still be valid. UK - for 16 to 19 year olds in full time education - only used in exceptional circumstances if other documents cannot be provided