

Basic DBS Online Disclosure Guide (eBulkPlus)

ID Checker Guidance Notes



Contents

ID Checker Guidance Notes	1
Logging onto the System	3-5
How to verify ID	6-9
Find an application.....	10
DBS List of Acceptable Identification	11

ID Checker Guidance Notes

Online basic Disclosure and Barring Service (DBS) checks can be completed by accessing the internet from any device that has this facility. This includes a smart phone, tablet, laptop or PC. It is supported on the latest versions of all modern browsers; however, we do not recommend access via Internet Explorer as this browser is unsupported both by our technology and soon by Microsoft also.

You have been granted access to eBulkPlus in the role of an ID Checker. An ID Checker can view all applications created under the organisation or specific division they have been created under. The ID Checker can stipulate what ID has been seen in relation to an applicant. The ID Checker will then need to advise an Applicant Manager or Countersignatory (where applicable) within their organisation or division to complete the Section Y details and approve the application for countersigning.

Logging onto the System

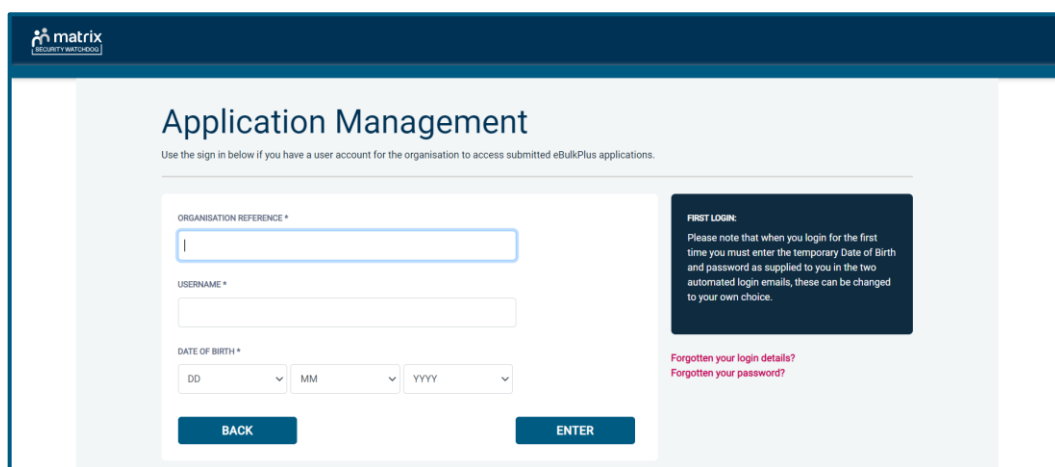
Please enter the following address into your web browser:

<https://disclosure.capitarvs.co.uk/cheqs>

You will now be on the main login page that shows three white boxes. NB *Please note at this stage of the process, your login details are case sensitive.

Step 1. Click on **'Application Management'**, this will take you to the start of the application process.

- Enter your company Organisation Reference - this will have been supplied to you in an automated email (**if you cannot remember this please click on the 'Forgotten your login details?' icon at the bottom of the screen to be sent a reminder**).
- Enter your Username.
- Enter your Date of Birth (**for first initial login please ensure you enter the default date of birth 01 Jan 1998. Failure to do so will deny you access to the system**).

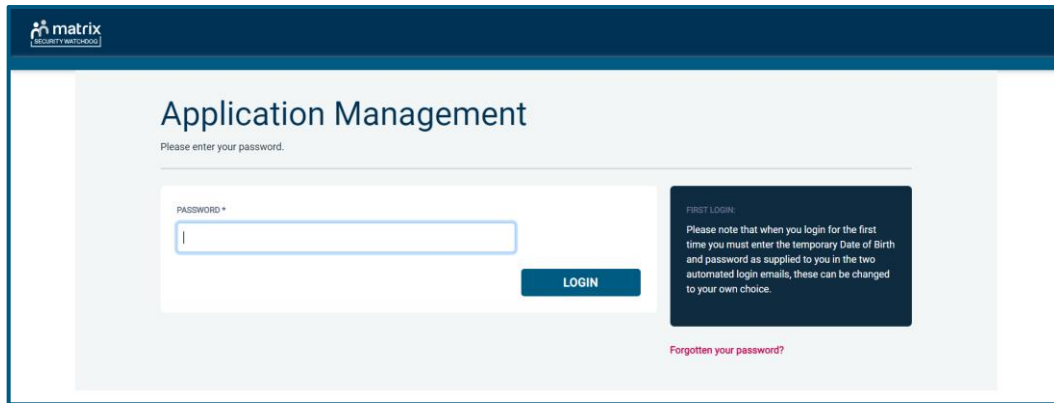


Screen Shot 1

- Once you have completed this section click **'Enter'**.

- Enter your password (this will be supplied to you in an automated email) – see screen shot 2. **(If you cannot remember this please click on the ‘Forgotten your password?’ icon at the bottom of the screen to be sent a new one-time password).**

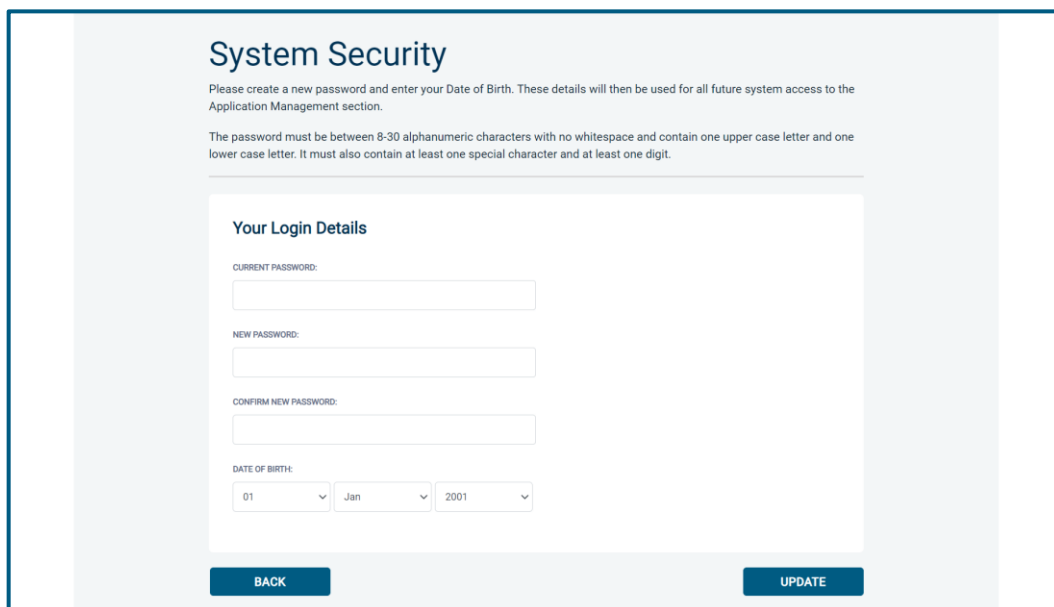
If you still have difficulty gaining access to the system please contact our Client Relations Team on 01420558752, however please ensure the first time you login that you have not been denied access because of entering your own date of birth. **The first time you login you must enter the temporary default date of birth 01 Jan 1998.**



The screenshot shows the 'Application Management' login page. At the top left is the 'matrix SECURITY WATCHDOG' logo. The main heading is 'Application Management'. Below it, a sub-heading says 'Please enter your password.' There is a text input field labeled 'PASSWORD *' with a single character 'l' inside. To the right of the input field is a blue 'LOGIN' button. Further right is a dark blue box with white text titled 'FIRST LOGIN' that reads: 'Please note that when you login for the first time you must enter the temporary Date of Birth and password as supplied to you in the two automated login emails, these can be changed to your own choice.' Below this box is a red link that says 'Forgotten your password?'.

Screen Shot 2

- Please note, after initial login you will be required to set your own password and enter your own date of birth for future login purposes.
- Please re-enter into the ‘**Current Password**’ field the temporary password you received in your initial e-mail and then create your own unique password – see screen shot 3 below.
- The password you create must be between 8 & 30 characters containing at least one upper case letter, one lower case letter, one special character and at least one number.
- Please then enter a date of birth of your choice for future login purposes.

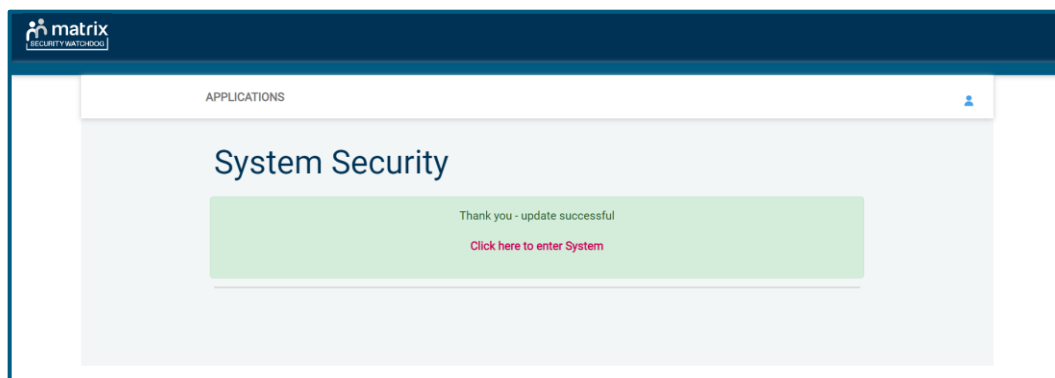


The screenshot shows the 'System Security' page. At the top left is the 'matrix SECURITY WATCHDOG' logo. The main heading is 'System Security'. Below it, a sub-heading says 'Please create a new password and enter your Date of Birth. These details will then be used for all future system access to the Application Management section.' Below this is a paragraph of password requirements: 'The password must be between 8-30 alphanumeric characters with no whitespace and contain one upper case letter and one lower case letter. It must also contain at least one special character and at least one digit.' Below the text is a form titled 'Your Login Details' with four input fields: 'CURRENT PASSWORD:', 'NEW PASSWORD:', 'CONFIRM NEW PASSWORD:', and 'DATE OF BIRTH:'. The 'DATE OF BIRTH:' field is a date picker showing '01', 'Jan', and '2001'. At the bottom of the form are two blue buttons: 'BACK' and 'UPDATE'.

Screen Shot 3

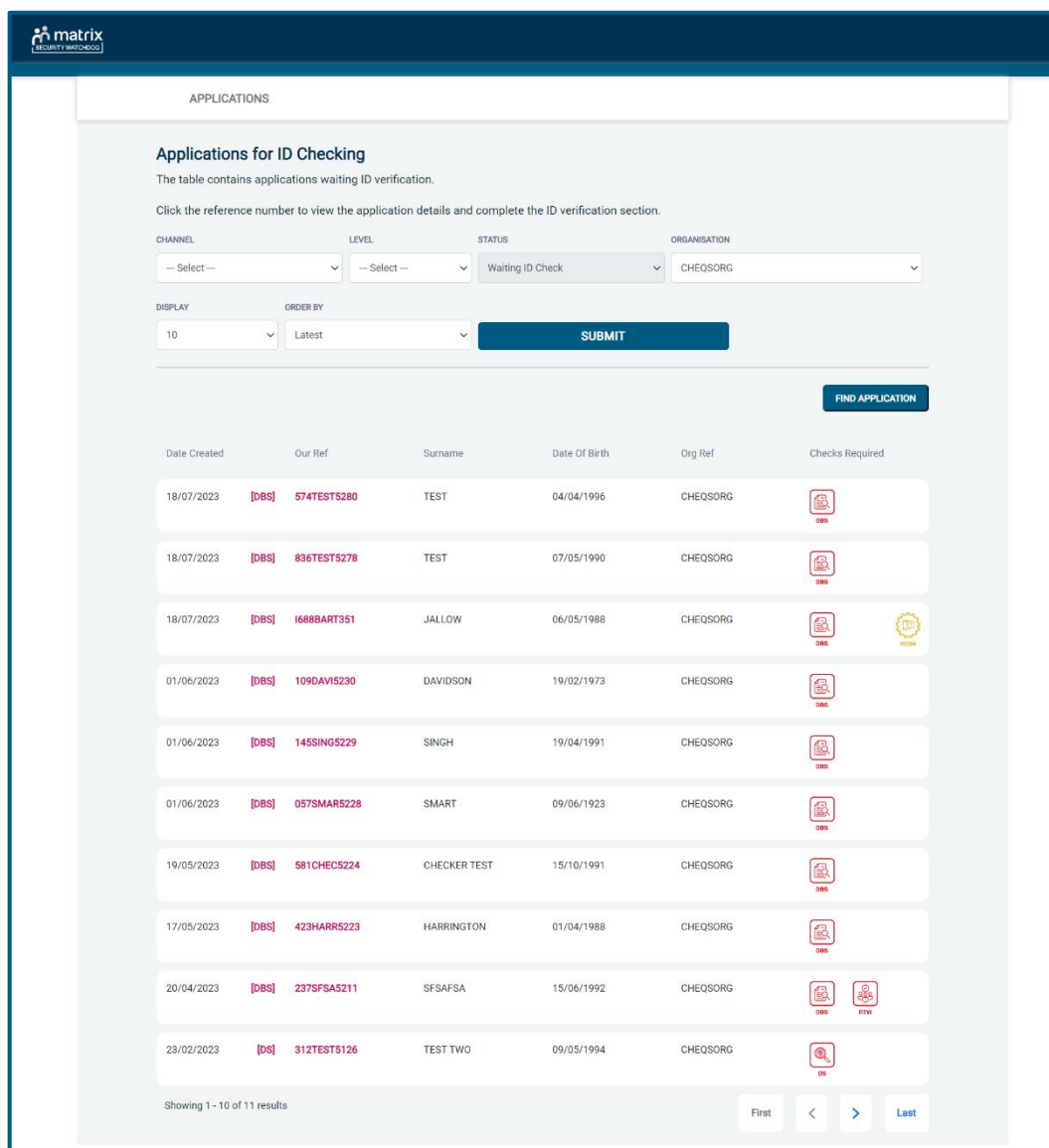
- Please then click ‘**Update**’.

- If you have successfully created your own password, you will now be able to enter the system by clicking the 'Click here to enter System' icon in the green box (please note you do not need to re-enter your password details once the green box has appeared).



Screen Shot 4

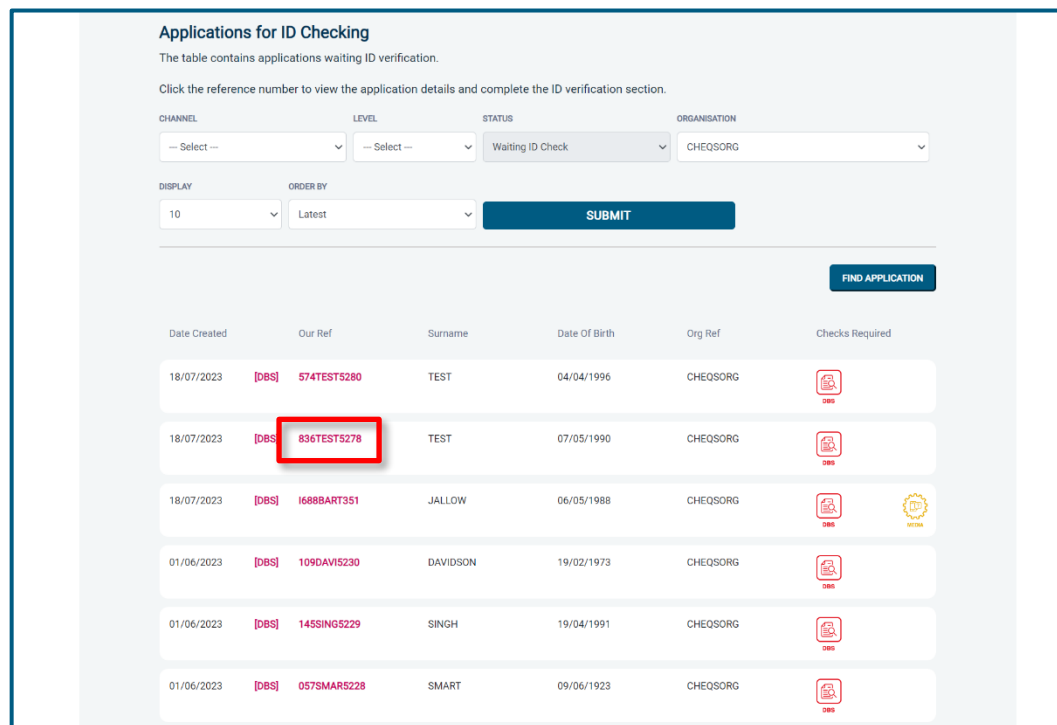
- This will now take you to the eBulkPlus Home Page containing a list of 'Applications for ID Checking'.



Screen Shot 5

How to verify ID

Step 1 - On the Applications page, click on the relevant applicant's reference number to open the application form (see screen shot 6 below).



Applications for ID Checking
The table contains applications waiting ID verification.
Click the reference number to view the application details and complete the ID verification section.

CHANNEL: -- Select -- LEVEL: -- Select -- STATUS: Waiting ID Check ORGANISATION: CHEQSORG

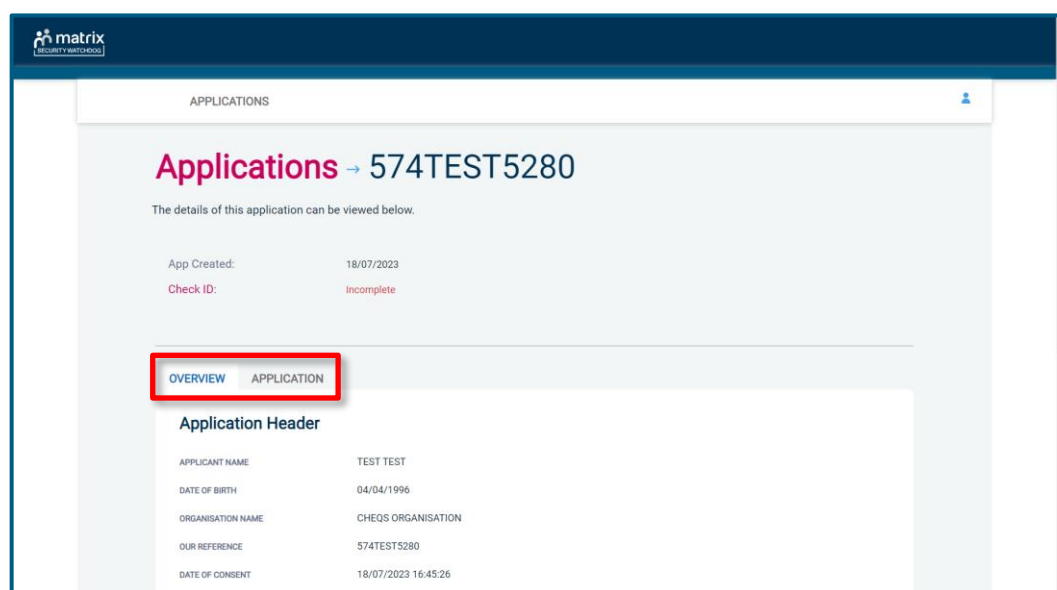
DISPLAY: 10 ORDER BY: Latest SUBMIT

FIND APPLICATION

Date Created	Our Ref	Surname	Date Of Birth	Org Ref	Checks Required
18/07/2023	[DBS] 574TEST5280	TEST	04/04/1996	CHEQSORG	
18/07/2023	[DBS] 836TEST5278	TEST	07/05/1990	CHEQSORG	
18/07/2023	[DBS] I688BART351	JALLOW	06/05/1988	CHEQSORG	 
01/06/2023	[DBS] 109DAVIS230	DAVIDSON	19/02/1973	CHEQSORG	
01/06/2023	[DBS] 145SING5229	SINGH	19/04/1991	CHEQSORG	
01/06/2023	[DBS] 057SMAR5228	SMART	09/06/1923	CHEQSORG	

Screen Shot 6

Step 2 - Application Form, you will now see two tabs of the applicant's completed form. Overview and Application (screen shots 7 & 8).



Applications → 574TEST5280

The details of this application can be viewed below.

App Created: 18/07/2023
Check ID: Incomplete

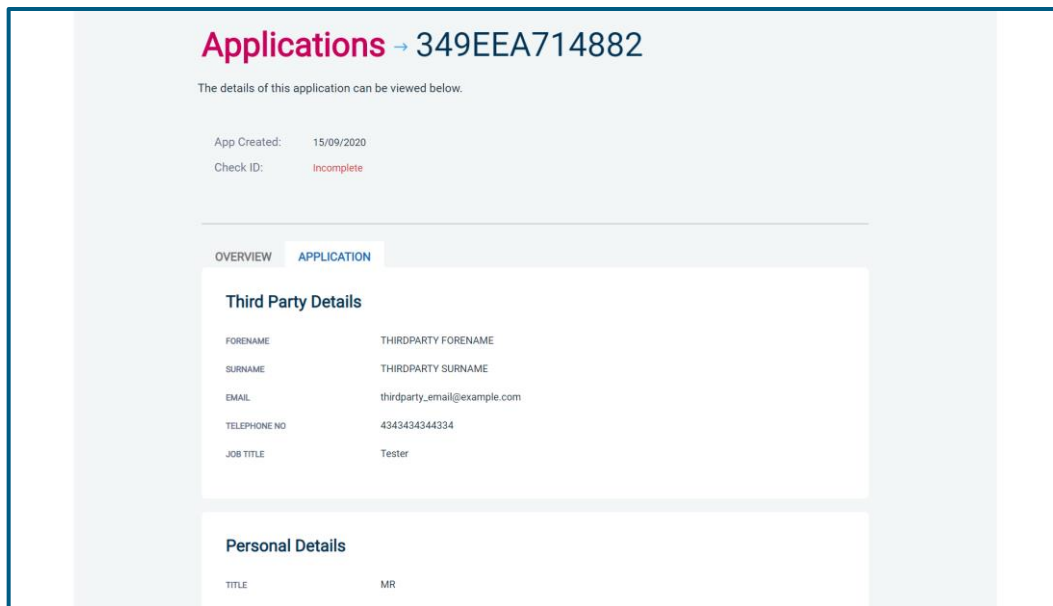
OVERVIEW APPLICATION

Application Header

APPLICANT NAME	TEST TEST
DATE OF BIRTH	04/04/1996
ORGANISATION NAME	CHEQS ORGANISATION
OUR REFERENCE	574TEST5280
DATE OF CONSENT	18/07/2023 16:45:26

Screen Shot 7

Step 3 – Application, to view the application details entered by the applicant, click on the ‘**Application**’ tab. Here you can see the entire application submitted by the applicant, this can be used to ensure the correct job role has been entered and to verify any ID given by the applicant in a previous surname or previous address (see screen shot 8).



Applications → 349EEA714882

The details of this application can be viewed below.

App Created: 15/09/2020
Check ID: **Incomplete**

OVERVIEW **APPLICATION**

Third Party Details

FORENAME	THIRDPARTY FORENAME
SURNAME	THIRDPARTY SURNAME
EMAIL	thirdparty_email@example.com
TELEPHONE NO	43434344334
JOB TITLE	Tester

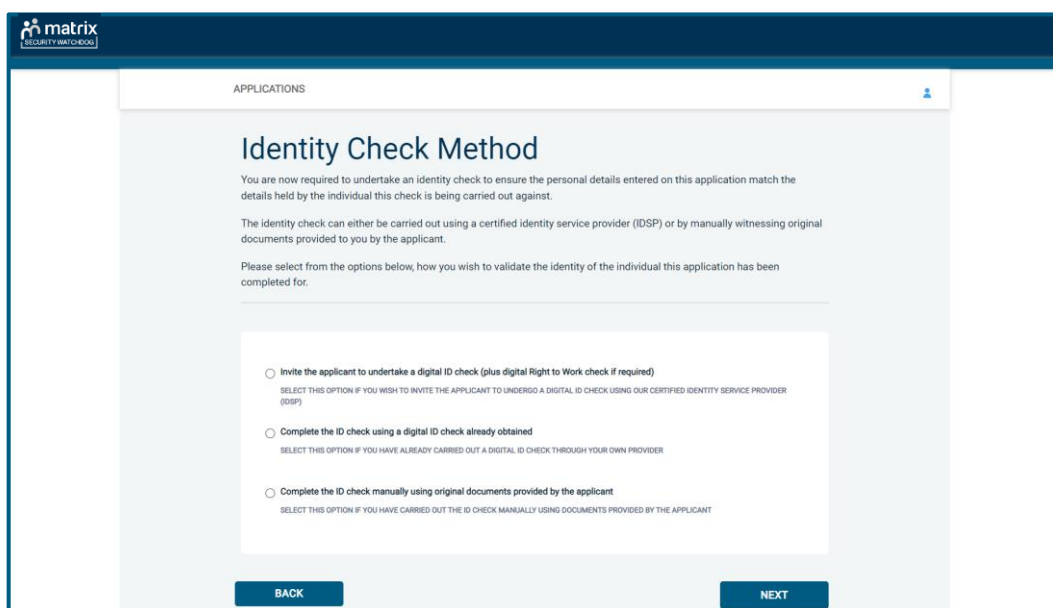
Personal Details

TITLE	MR
-------	----

Screen Shot 8

Step 4 - Verifying ID

- You will notice at the top of the screen a box which highlights if the ID has been verified or not (see screen shot 7 above), with a section completion date. It will say in red ‘**Incomplete**’ if the section has not been completed for either ID verification or Section Y. If there is a date entered it means that this action has been completed and will show the date that it was carried out on.
- To complete the ID verification section, click on ‘**Complete ID Check**’ (see screen shot 7 above), access to this section is located in two places – at the top of the screen or on the overview of the actual form itself. You will now be on the ID screen (see screen shot 9 below).



matrix SECURITY WATCHDOG

APPLICATIONS

Identity Check Method

You are now required to undertake an identity check to ensure the personal details entered on this application match the details held by the individual this check is being carried out against.

The identity check can either be carried out using a certified identity service provider (IDSP) or by manually witnessing original documents provided to you by the applicant.

Please select from the options below, how you wish to validate the identity of the individual this application has been completed for.

☐ Invite the applicant to undertake a digital ID check (plus digital Right to Work check if required)
SELECT THIS OPTION IF YOU WISH TO INVITE THE APPLICANT TO UNDERGO A DIGITAL ID CHECK USING OUR CERTIFIED IDENTITY SERVICE PROVIDER (IDSP)

☐ Complete the ID check using a digital ID check already obtained
SELECT THIS OPTION IF YOU HAVE ALREADY CARRIED OUT A DIGITAL ID CHECK THROUGH YOUR OWN PROVIDER

☐ Complete the ID check manually using original documents provided by the applicant
SELECT THIS OPTION IF YOU HAVE CARRIED OUT THE ID CHECK MANUALLY USING DOCUMENTS PROVIDED BY THE APPLICANT

BACK **NEXT**

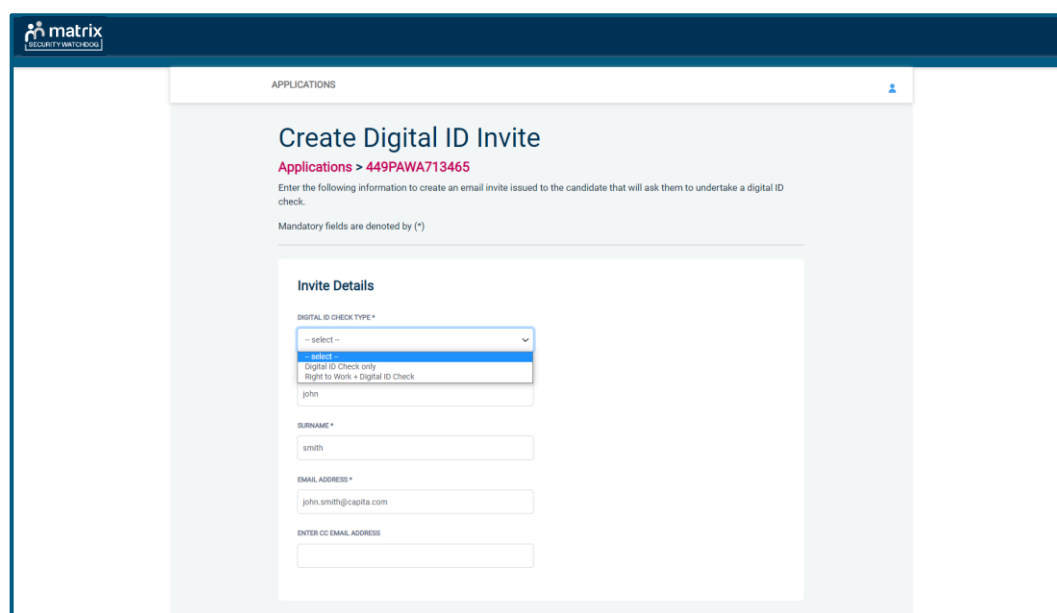
Screen Shot 9

Verifying identity using the eBulk digital ID integration

This facility allows for the identity verification to be performed digitally and remotely without the need for the applicant to present original documents to you to be verified. It also allows you to request a digital Right to Work check at the same time as performing the identity verification digitally. If you wish to carry out the identity check using our certified identity service provider, please select **'Invite the applicant to undertake a digital ID check (plus digital Right to Work check if required)'** (see screen shot 9 above.)

You will now be taken to the digital invite page which will automatically populate the name and email address of the applicant where present (see screen shot 10 below.) To invite the applicant to undertake just a digital ID check, please select 'Digital ID Check Only' from the 'Digital ID Check Type' drop-down list and ensure their name and email address are populated along with selecting the email template to issue them. This will generate an email to the applicant allowing them to carry out their digital ID check via our certified IDSP.

To invite the applicant to undertake a digital ID check and a digital Right to Work Check, please select 'Right to Work + Digital ID Check' from the 'Digital ID Check Type' drop-down list and ensure their name and email address are populated along with selecting the email template to issue them. This will generate an email to the applicant allowing them to carry out their digital ID check and digital Right to Work check at the same time via our certified IDSP.



The screenshot shows the 'Create Digital ID Invite' form within the 'APPLICATIONS' section. The breadcrumb trail is 'Applications > 449PAWA713465'. Below the title, there is a brief instruction: 'Enter the following information to create an email invite issued to the candidate that will ask them to undertake a digital ID check.' A note states 'Mandatory fields are denoted by (*)'. The 'Invite Details' section contains a 'DIGITAL ID CHECK TYPE*' dropdown menu with options: 'Digital ID Check only' (selected), 'Right to Work + Digital ID Check', and 'john'. Below this are input fields for 'SURNAME*' (containing 'smith'), 'EMAIL ADDRESS*' (containing 'john.smith@capita.com'), and 'ENTER CC EMAIL ADDRESS' (empty).

Screen Shot 10

Once the digital ID check has been carried out, the ID section of the application will be updated with either a pass or fail result and a PDF report of the digital ID check can be downloaded by clicking the **'Download Digital ID Report'** button (see screen shots 11 & 12 below.)

If the result of the digital ID check is **'FAIL'**, you must read the digital ID report to understand why and verify their identity manually depending on the reason the digital ID check failed. To do this, click the **'RESET ID CHECK'** button at the bottom of the ID screen to restart the identity process, this time selecting an alternative method.

If the result of the digital ID check is **'PASS'**, the ID section will be auto completed upon receipt of the digital ID check result and there will be nothing further to do in relating to the identity verification part of the process.

If a digital Right to Work check was also requested, a **'RTW Check'** element will be added to the header of the application and will be updated with either a pass, fail or see report result and a PDF report of the digital Right to Work check can be downloaded by clicking the **'Download Digital ID Report'** button from either the ID screen or the RTW screen.

Identity Check

Applications > 921PAWA712630

Please confirm the details of the digital ID check carried out below, for further information please refer to the Identity Documents section of this screen

Digital ID Check Result

The digital ID check has been carried out and has successfully confirmed the applicant's identity. To view the digital ID check report, please click [Download Digital ID Report](#) below.

Digital ID - Identity Documents

Please select from the drop-down lists below the documents that were verified by the certified Identity Service Provider (IDSP) as part of the digital ID check carried out. If the IDSP was unable to validate the applicant's address as part of digital ID check, this will need to be verified manually using a document provided by the applicant that meets DBS/Disclosure Scotland criteria.

APPLICANT NAME

VIKAS PAWAR

APPLICANT CATEGORY

UK_NATIONAL (UK national resident in UK)

CURRENT ADDRESS

2 SPENCER PLACE

CROYDON

SURREY

CR9 2DY

UNITED KINGDOM

DATE OF BIRTH

01/01/2000

DOCUMENT 1

Passport (current and valid) ▼

DOCUMENT 2

-- select -- ▼

CURRENT ADDRESS CHECKED

Yes ▼

DIGITAL ID CHECK RESULT

Pass ▼

IDSP CERTIFICATE OF COMPLETION

[Download Digital ID Report](#)

COST CODE / PERSONNEL NUMBER

NAME OF IDENTITY SERVICE PROVIDER (IDSP) USED

TrustID Limited

DATE DIGITAL ID CHECK CARRIED OUT

19 ▼ Oct ▼ 2022 ▼

Screen Shot 11

Identity Check

Applications > 867PAWA712659

Please confirm the details of the digital ID check carried out below, for further information please refer to the Identity Documents section of this screen

Digital ID Check Result

The digital ID check has been carried out however it has not been able to successfully confirm the applicant's identity. To view the digital ID check report and understand why the digital ID check has failed, please click [Download Digital ID Report](#) below.

In order to proceed, you will need to verify the applicant's identity using an alternative method. Please click the [RESET ID CHECK](#) button below to restart the identity process again

Digital ID - Identity Documents

Please select from the dropdown lists below the documents that were verified by the certified Identity Service Provider (IDSP) as part of the digital ID check carried out. If the IDSP was unable to validate the applicant's address as part of digital ID check, this will need to be verified manually using a document provided by the applicant that meets DBS/Disclosure Scotland criteria.

APPLICANT NAME

VIKAS PAWAR

APPLICANT CATEGORY

UK_NATIONAL (UK national resident in UK)

CURRENT ADDRESS

2 SPENCER PLACE

CROYDON

SURREY

CR9 2DY

UNITED KINGDOM

DATE OF BIRTH

01/01/2000

DOCUMENT 1

Passport (current and valid) ▼

DOCUMENT 2

-- select -- ▼

CURRENT ADDRESS CHECKED

Yes ▼

DIGITAL ID CHECK RESULT

Fail ▼

IDSP CERTIFICATE OF COMPLETION

[Download Digital ID Report](#)

COST CODE / PERSONNEL NUMBER

NAME OF IDENTITY SERVICE PROVIDER (IDSP) USED

TrustID Limited

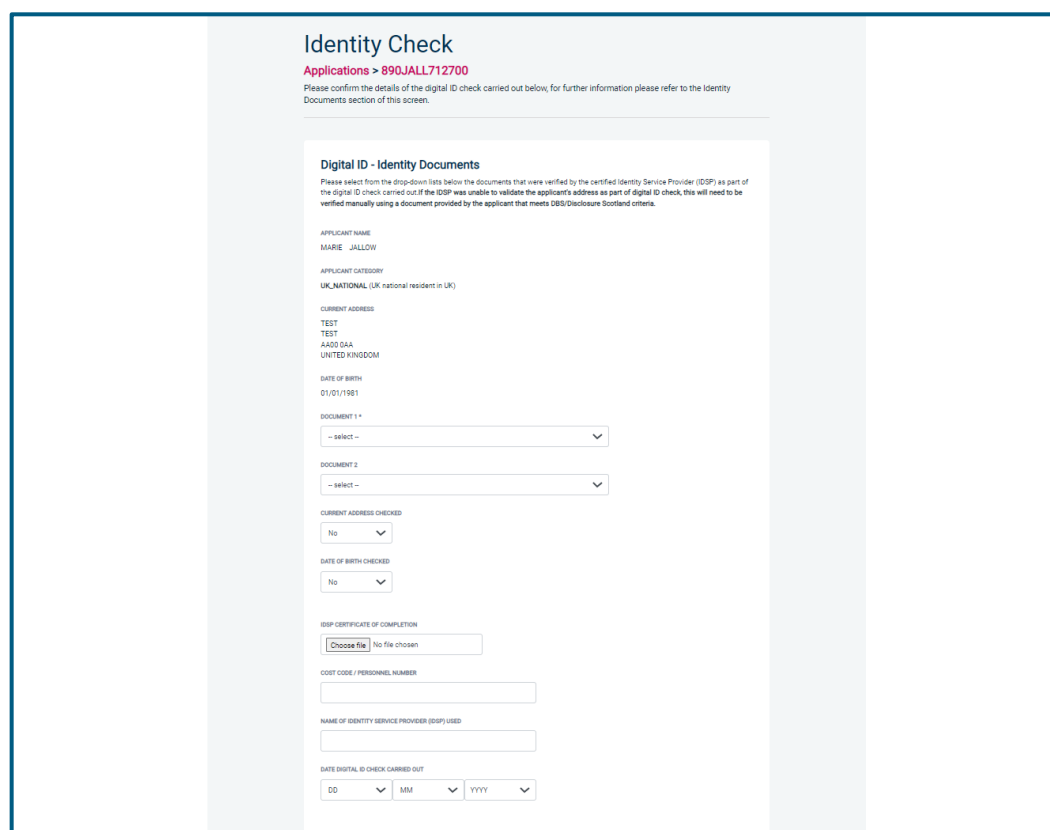
DATE DIGITAL ID CHECK CARRIED OUT

Screen Shot 12

Verifying identity using a digital ID check already obtained

This facility allows you to verify the identity using a digital ID check already obtained via your own IDSP outside of our platform. If you wish to verify the identity using this method, please select **‘Complete the ID check using a digital ID check already obtained’** (see screen shot 9 above and screen shot 13 below.)

- Please select the ID documents verified by the IDSP as part of the digital ID check undertaken.
- Ensure that you confirm from the drop-down boxes that they have verified the applicant’s address and also that they have verified a document containing their date of birth.
- Please upload a copy of the digital ID report obtained from your IDSP by clicking ‘Choose File’
- If a Cost Code or Personnel Number is required to be assigned to the specific application, this can be entered in the Cost Code / Personnel Number field.
- Now click **‘Save’** and then click the **‘Return to Application’** icon in the green box located at the top of the screen. Now you are ready to complete Section Y of the form (this is the equivalent to Section X on the new lilac paper DBS application forms).
- Once the ID Check has been saved, if you realise that it has been completed incorrectly or through the wrong route, you can reset the ID Check section and complete it again if required. Please note, you will only be able to do this if you have been assigned the appropriate user privilege to do so. To do this, go back into the ID Check screen and click the **‘Reset ID Check’** button found at the bottom of the screen.



Identity Check
Applications > 890JALL712700
Please confirm the details of the digital ID check carried out below; for further information please refer to the Identity Documents section of this screen.

Digital ID - Identity Documents
Please select from the drop-down lists below the documents that were verified by the certified Identity Service Provider (IDSP) as part of the digital ID check carried out. If the IDSP was unable to validate the applicant's address as part of digital ID check, this will need to be verified manually using a document provided by the applicant that meets DBS/Disclosure Scotland criteria.

APPLICANT NAME
MARIE JALLOW

APPLICANT CATEGORY
UK_NATIONAL (UK national resident in UK)

CURRENT ADDRESS
TEST
TEST
A400 00A
UNITED KINGDOM

DATE OF BIRTH
01/01/1981

DOCUMENT 1 *
- select -

DOCUMENT 2
- select -

CURRENT ADDRESS CHECKED
No

DATE OF BIRTH CHECKED
No

IDSP CERTIFICATE OF COMPLETION
Choose file No file chosen

COST CODE / PERSONNEL NUMBER

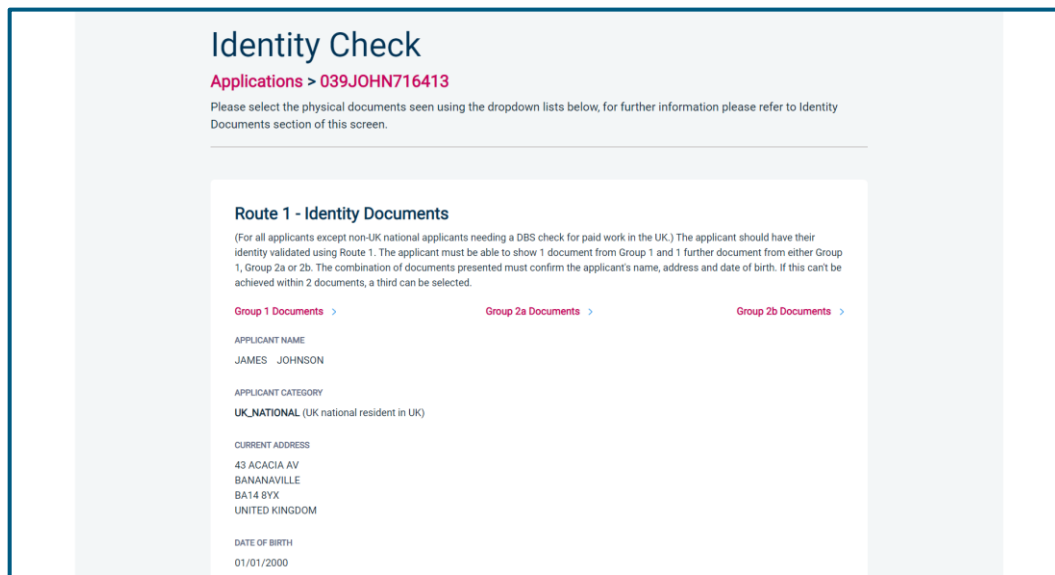
NAME OF IDENTITY SERVICE PROVIDER (IDSP) USED

DATE DIGITAL ID CHECK CARRIED OUT
DD MM YYYY

Screen Shot 13

Verifying identity using original documents provided to you by the applicant

If you do not wish to verify identity using a digital ID check, please select **‘Complete the ID check manually using original documents provided by the applicant’** (see screen shot 9 above and screen shot 14 below.)



Identity Check

Applications > 039JOHN716413

Please select the physical documents seen using the dropdown lists below, for further information please refer to Identity Documents section of this screen.

Route 1 - Identity Documents

(For all applicants except non-UK national applicants needing a DBS check for paid work in the UK.) The applicant should have their identity validated using Route 1. The applicant must be able to show 1 document from Group 1 and 1 further document from either Group 1, Group 2a or 2b. The combination of documents presented must confirm the applicant's name, address and date of birth. If this can't be achieved within 2 documents, a third can be selected.

[Group 1 Documents >](#) [Group 2a Documents >](#) [Group 2b Documents >](#)

APPLICANT NAME
JAMES JOHNSON

APPLICANT CATEGORY
UK_NATIONAL (UK national resident in UK)

CURRENT ADDRESS
43 ACACIA AV
BANANAVILLE
BA14 8YX
UNITED KINGDOM

DATE OF BIRTH
01/01/2000

Screen Shot 14

eBulkPlus will automatically ascertain the route that should (or must) be taken based on the nationality and country of birth stated by an applicant within their application form. If an applicant does not hold sufficient ID to be able to go through Route 1, you will then be required to click the **‘NEXT ROUTE’** button at the bottom of the screen.

- Please select the ID the applicant has provided for you from the drop-down boxes. Guidance notes can be found on-screen and are in accordance with the DBS Code of Practice. Please ensure at all times that you follow the ID checking rules e.g. do not accept a utility bill if it is more than 3 months old or do not accept an out of date passport.
- Ensure that you confirm from the drop-down boxes that you have verified a document showing the applicant's address and also that you have verified their date of birth.
- If a Cost Code or Personnel Number is required to be assigned to the specific application, this can be entered in the Cost Code / Personnel Number field.
- Now click **‘Save’** and then click the **‘Return to Application’** icon in the green box located at the top of the screen. Now you are ready to complete Section Y of the form (this is the equivalent to Section X on the new lilac paper DBS application forms).

Please note, that if an applicant cannot verify their identity via Routes 1, 1a or 2 they will not be able to process their application through eBulk. If the identity cannot be satisfactorily verified, a basic DBS application cannot be processed.

A full list of DBS acceptable ID for each route can be found at the end of this guide

What you must do as part of the ID Checking process

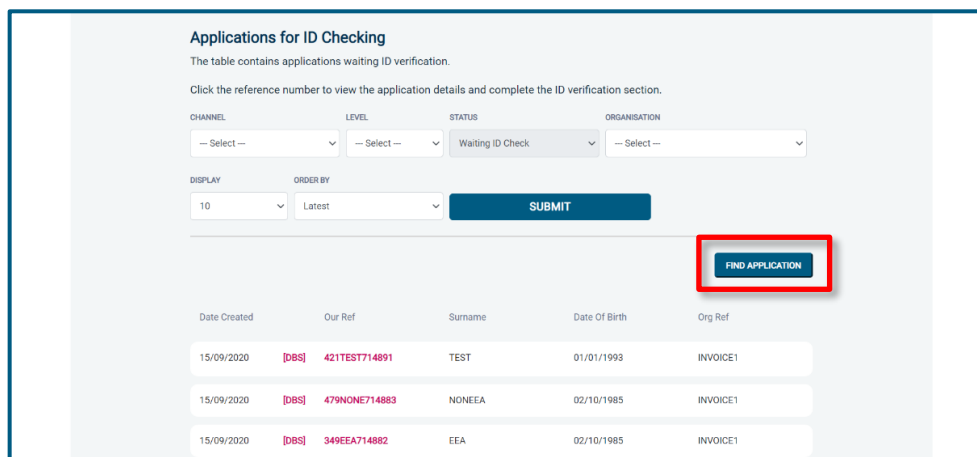
When verifying identity manually, the applicant must provide a range of ID documents as part of the DBS check application process. As an employer you must:

- follow the ID checking process routes as outlined
- check and validate the information provided by the applicant on the application form
- establish the identity of the applicant through the examination of a range of documents as set out in this guidance
- make sure the applicant provides details of all names by which they have been known
- make sure the applicant provides details of all addresses where they have lived in the last five years
- check that the online application is fully completed and the information it contains is accurate.
- you must only accept valid, current and original documentation
- you must not accept photocopies
- you must not accept documentation printed from the internet e.g. internet bank statements
- identity information for the applicant's name, date of birth and address recorded on the online application form must be validated
- you should in the first instance, seek documents with photographic identity (e.g. passport, new style driving licence, etc.) and for this to be compared against the applicant's likeness
- all documents must be in the applicant's current name
- one document must confirm the applicant's date of birth
- you must ensure that the applicant declares all previous name changes and provides documentary proof to support the change of name. If the applicant is unable to provide proof to support the change of name, you should hold a probing discussion with the applicant about the reasons why before considering validating their identity
- you must see at least one document to confirm the applicant's current address, in accordance with the guidance
- a document from each of the groups should be included only once in the document count e.g. don't accept two bank statements as two of the required documents, if they are from the same bank
- you should not accept the foreign equivalent of an identity document if that document is listed as '(UK)' on the list of valid identity documents

Find an Application

Step 1 - Finding an individual application – see screen shots 15 & 16.

- To find an individual application from the list of applications that require identity verification, please click on 'Find Application'



Applications for ID Checking
The table contains applications waiting ID verification.
Click the reference number to view the application details and complete the ID verification section.

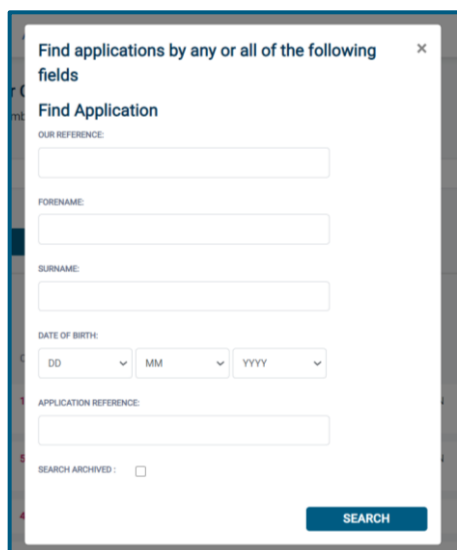
CHANNEL: LEVEL: STATUS: ORGANISATION:

DISPLAY: ORDER BY:

Date Created	Our Ref	Surname	Date Of Birth	Org Ref
15/09/2020	[DBS] 421TEST714891	TEST	01/01/1993	INVOICE1
15/09/2020	[DBS] 479NONE714883	NONEEA	02/10/1985	INVOICE1
15/09/2020	[DBS] 349EEA714882	EEA	02/10/1985	INVOICE1

Screen Shot 15

- The following box will appear for you to enter as much of the applicant's details as you have available. E.g. if you only enter the surname without date of birth or DBS reference, it will bring up a list of every applicant with that surname. However, if you enter their date of birth as well, then this will define the search results accordingly.



Find applications by any or all of the following fields

Find Application

OUR REFERENCE:

FORENAME:

SURNAME:

DATE OF BIRTH:

APPLICATION REFERENCE:

SEARCH ARCHIVED: ☐

ALL USERS – PLEASE LOG OFF AT THE END OF YOUR SESSION. IF A SESSION IS INACTIVE FOR MORE THAN TEN MINUTES YOU WILL BE AUTOMATICALLY LOGGED OFF FOR SECURITY REASONS.

CONTACT DETAILS

If you experience any technical issues with the online system, please contact our Client Relations Team on 01420558752. Lines open 9.00am-5.30pm Monday to Friday. Alternatively, you can contact us by e-mail at db.enquiries@capita.co.uk

DBS Basic Checks - List of Acceptable Identification

Route 1 – For all applicants except paid non-UK nationals (2 documents to be seen)

- 1 document from Group 1.
- 1 further document from Group 1, 2a or 2b

Combination of documents must confirm name, DOB & current address.

If unable to satisfy Route 1, proceed to Route 2.

Route 1a – For paid non-UK nationals only (2 documents to be seen)

- 1 document from Group 1a.
- 1 further document from Group 1, 2a or 2b

Combination of documents must confirm name, DOB & current address.

If unable to satisfy Route 1a, basic check cannot be submitted.

Route 2 – For all applicants except paid non-UK nationals (3 documents to be seen)

- 1 document from Group 2a.
- 2 further documents from Group 2a or 2b.

Combination of documents must confirm name, DOB & current address.

If unable to satisfy Route 2, basic check cannot be submitted.

Group 1

Primary Identity Documents

- Current valid Passport
- Biometric Residence Permit (UK)
- Current Driving Licence – photo card (UK / Isle of Man / Channel Islands) (Full or Provisional)
- Birth Certificate (UK / Isle of Man / Channel Islands) (Issued within 12 months of birth)
Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions & HM Forces. (Photocopies are not acceptable)
- Adoption Certificate (UK / Channel Islands)

Group 1a

Primary Identity Documents for non-UK nationals

- A current passport or passport card showing that the holder is a national of the Republic of Ireland.
- A current document issued by the Home Office to a family member of an EEA or Swiss citizen, and which indicates that the holder is permitted to stay in the United Kingdom indefinitely.
- 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.
- Online evidence of immigration status. Either via the View and Prove service or using the BRP or BRC online service. Issued by the Home Office to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question. Must be valid. Note: this includes the EUSS digital status confirmation.
- 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 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.
- 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 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 document issued by the Home Office to a family member of an EEA or Swiss citizen, and which indicates that the holder is permitted to stay in the United Kingdom for a time limited period and to do the type of work in question.
- A frontier worker permit issued under regulation 8 of the Citizens' Rights (Frontier Workers) (EU Exit) Regulations 2020.
- 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 document issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules on or before 30 June 2021 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.
- A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.

Group 2a

Trusted Government Documents

- Current Driving Licence – photo card only (All Countries except Group 1) (Full or Provisional)
- Current Driving Licence – paper version (UK / Isle of Man / Channel Islands) (Full or Provisional)
- Birth Certificate (UK / Isle of Man / Channel Islands) (Issued after the time of birth)
- Marriage / Civil Partnership Certificate (UK / Channel Islands)
- HM Forces ID Card (UK)
- Fire Arms Licence (UK / Isle of Man / Channel Islands)
- Immigration document, work permit or VISA (Issued outside of UK) (Valid only for roles whereby applicant is living and working outside of UK.)

Group 2b

Financial & Social History Documents

- Mortgage Statement (UK) **
- Bank/Building Society Statement (UK / Channel Islands) *
Monzo statements or statements printed from the internet are not acceptable
- Bank/Building Society Account Opening Confirmation Letter (UK) *
- Credit Card Statement (UK) *
- Financial Statement e.g. pension, endowment, ISA (UK) **
- P45/P60 Statement (UK / Channel Islands) **
- Council Tax Statement (UK / Channel Islands) **
- Utility Bill (UK) - Not Mobile Phone *
- Benefit Statement (UK) e.g. Child Allowance, Pension *
- Document from Central/ Local Government/ Government Agency/ Local Authority giving entitlement (UK / Channel Islands) *
e.g. DWP, Employment Service, HMRC, Job Centre, Social Security
- EEA National ID Card – must be valid
- Cards carrying the PASS accreditation logo (UK / Isle of Man / Channel Islands) – must be valid
- Irish Passport Card – must be valid (Cannot be used with an Irish Passport)
- Letter from Head Teacher or College Principal (16-19 year olds in full time education in the UK)
- Non-UK Bank/Building Society Statement *
Branch must be located in the country in which the applicant lives and works
- Letter of Sponsorship from future employer
Non-UK only – valid only for applicants residing outside UK at time of application

Please note if a document in the List of Valid Identity Documents is:

- Denoted with * - issued in the last 3 months
- Denoted with ** - issued in the last 12 months