

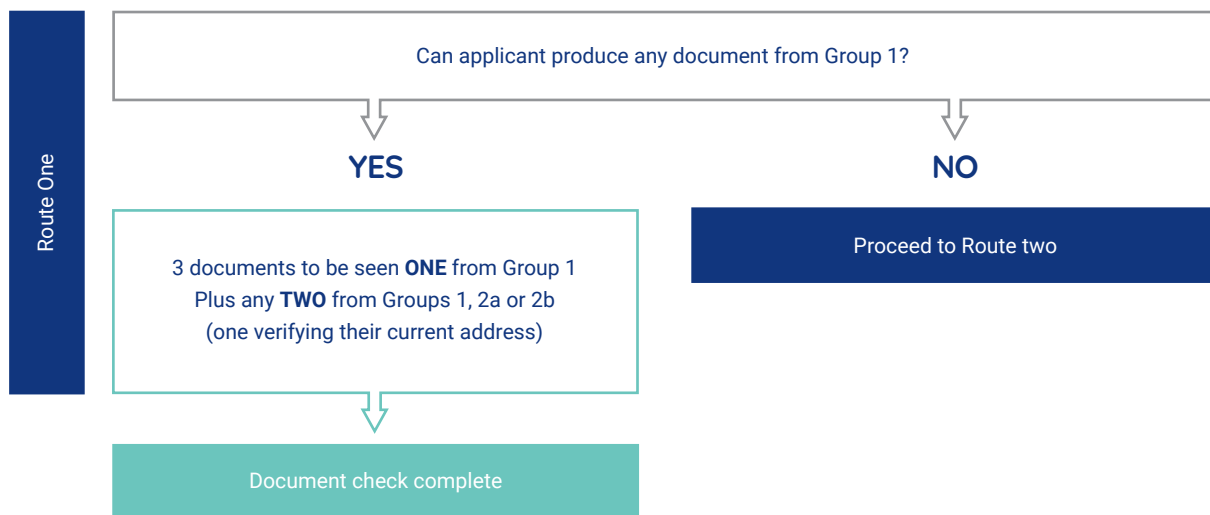
# What documents do I need to produce?

Please read this flow chart in conjunction with the list of documents accepted (overleaf

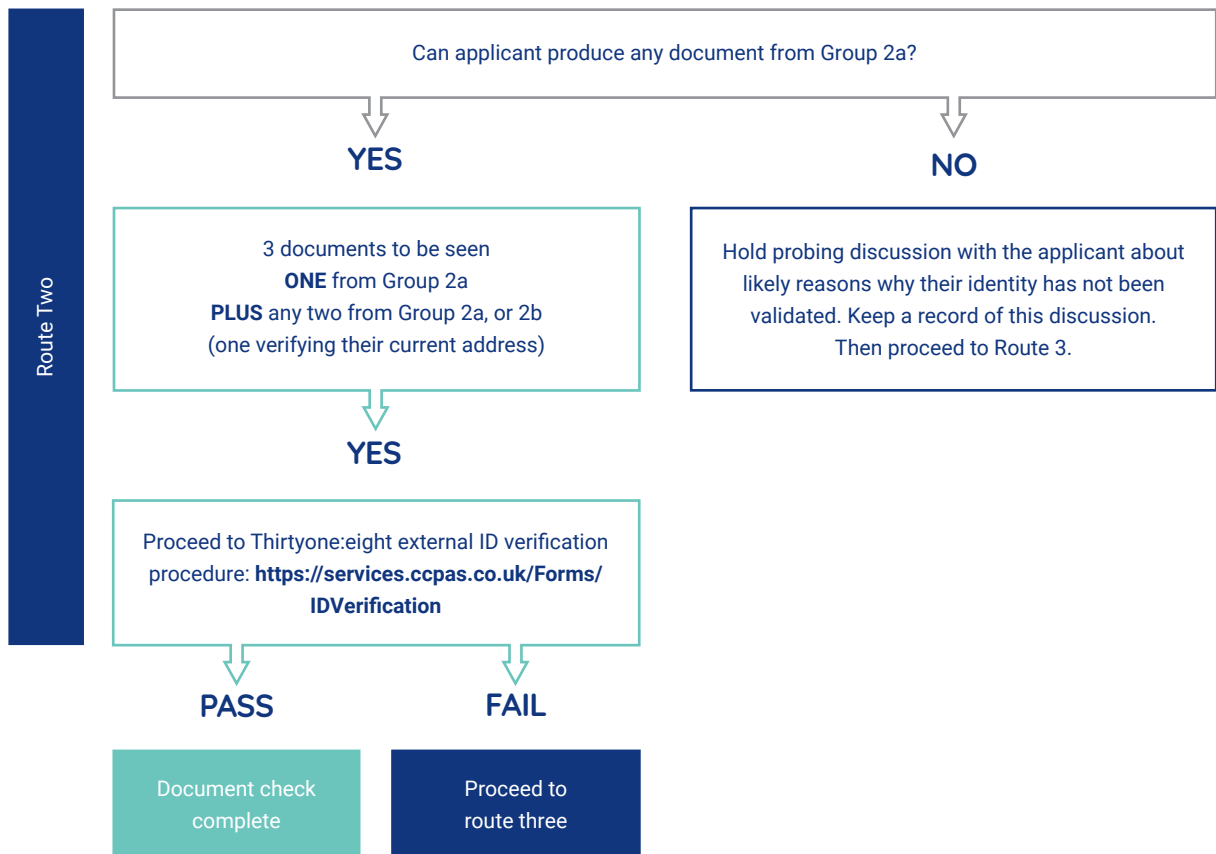
All applicants must initially be considered for Route One except for Non-EEA Nationals who are seeking paid employment. Full guidance on acceptable documents for these applicants ONLY can be found: **in the 'useful links' section at: [thirtyoneeight.org/dbs-links](http://thirtyoneeight.org/dbs-links)**

Please ensure that where an applicant has changed their name you also see the relevant documentation to validate it eg. marriage cert/decree absolute etc

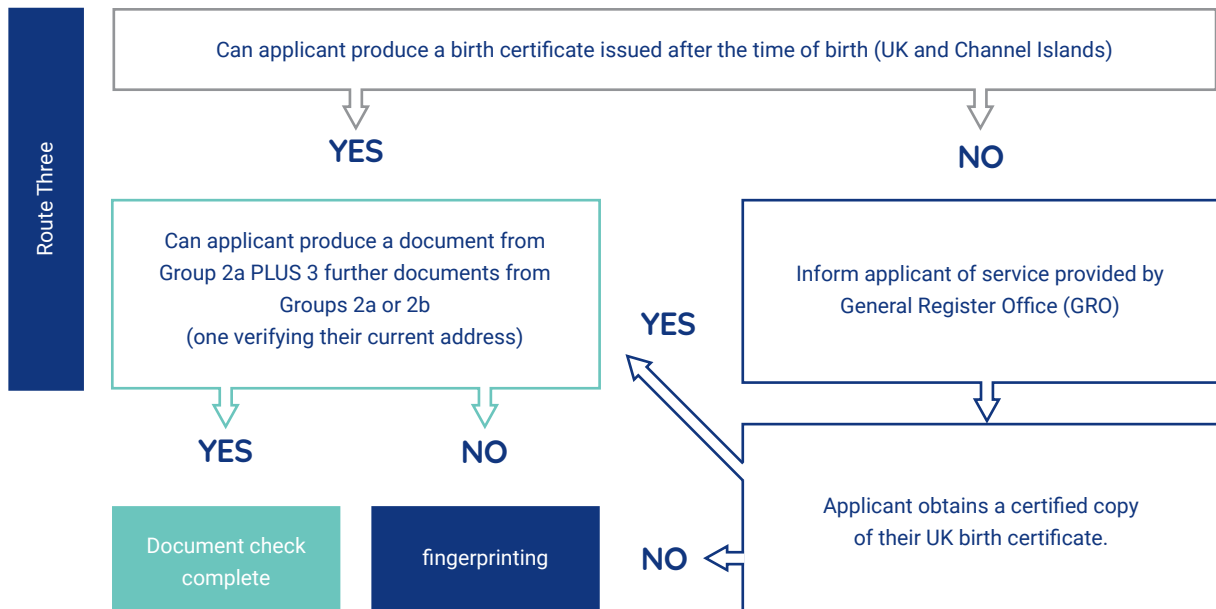
**IMPORTANT NOTE - EEA Nationals (Non-UK)** Where an EEA National has been resident in the UK for five years or less, the Recruiter must validate identity via Route One through the checking of a Current Passport or Current UK /EU Driving Licence plus 2 further documents. In the absence of a Group 1 document the Recruiter must inform thirtyone:eight Disclosure Service, in writing, of a valid reason for using Route 2.



If the applicant has satisfied this route, then the document check is complete.



**!** If you have endeavoured to use Route Two, but have been unable to validate the applicant's identity successfully, you must proceed to Route Three.



## What identity documents are accepted?

### Group 1

#### Primary trusted identity credentials

- Any current valid Passport.
- Biometric Residence Permit (UK).
- Current valid driving licence – photo card. UK/Isle of Man/Channel Islands and EEA (full or provisional). All licences must be valid in line with current DVLA requirements.
- Birth Certificate (UK and Channel Islands) - issued within 12 months of birth including those issues by UK authorities overseas, such as Embassies, High Commissions and HM Forces.
- Adoption Certificate (UK and Channel Islands).

### Group 2a

#### Trusted government/state issued documents

- Current valid driving licence- photocard (full or provisional). All countries outside of the EEA (excluding Isle of Man and Channel Islands)
- Current valid driving licence – paper version (if issued before 1998). UK/Isle of Man/Channel Islands and EEA (full or provisional). All licences must be valid in line with current DVLA requirements.
- Birth Certificate (UK, Isle of Man and Channel Islands) - (issued after the time of birth by the General Register Office/relevant authority i.e. Registrars).
- Marriage/Civil Partnership Certificate (UK and 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)
- HM Forces ID Card (UK).
- Fire Arms Licence (UK, Isle of Man and Channel Islands).



#### **Please note: If a document in the List of Valid Identity Documents is:**

Denoted with \* - it should be less than three months old.

Denoted with \*\* - it should be issued within the past 12 months.

Denoted with \*\*\* - it must still be valid. Not denoted- it can be more than 12 months old.

## Group 2b

### Financial/social history documents

- Mortgage Statement (UK or EEA)\*\* (Non-EEA statements must not be accepted).
- Bank/Building Society Statement (UK and Channel Islands or EEA) \*
- Bank/Building Society Statement (countries outside the EEA) – the branch must be in the country where the applicant lives and works.
- Bank/Building Society Account Opening Confirmation Letter (UK)\*.
- Credit Card Statement (UK or EEA)\* (Non-EEA statements must not be accepted).
- Financial Statement \*\* - e.g. pension, endowment (UK).
- P45/P60 Statement \*\*(UK & Channel Islands).
- Council Tax Statement (UK & Channel Islands). \*\*
- Letter of Sponsorship from future employment provider \*\*\* (Non-UK/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\* - e.g. Child Benefit, Pension.
- A document from Central/ Local Government/ Government Agency/ Local Council giving entitlement (UK & Channel Islands)\*- e.g. from the Department for Work and Pensions, the Employment Service , HMRC.
- EEA National ID Card. \*\*\*
- Irish Passport Card – cannot be used in addition to an Irish passport
- Cards carrying the PASS accreditation logo \*\*\* (UK, Isle of Man and Channel Islands).
- Letter from Head Teacher or College Principal \*\*\* (16/19 year olds in full time education UK only – to be used in exceptional circumstances when all other documents have been exhausted).