

ID Checking Guide for DBS Applications

Your identity needs to be confirmed in order to process your DBS Application.

Bangor University uses an Umbrella service provider to process our DBS applications. We refer to this as the Digital route.

You can only use the digital route if you have current (in date) documentation: UK / Irish Passport, Driving Licence, National ID card or Biometric Residence Permit. In order to confirm your personal details, you are required by DBS to supply a minimum of 3 identity documents.

If you are not able to supply these then we may direct you to the Post Office verification service or conduct the check in HR. You need to provide current and original documentation (no photocopies), in your current name with one document showing your current address and one to show your date of birth under these options

There are 3 possible routes for selecting acceptable documentation. You must use route 1 where possible and only consider route 2 options when you aren't able to meet the route 1 requirements.

Route 1

You must be able to show:

- one document from Group 1 below and
- 2 further documents from either Group 1, or Group 2a or 2b below.

The combination of documents presented must confirm your name and date of birth.

Route 2

If you don't have any of the documents in Group 1, then you must be able to show:

- one document from Group 2a and
- 2 further documents from either Group 2a or 2b below.

The combination of documents presented must confirm your name and date of birth.

Route 3

Only use this route if you don't have the required documents for Route 1 or Route 2 above. You must be able to show:

- a birth certificate issued more than 12 months after the time of birth (UK, Isle of Man and Channel Islands) and
- one document from Group 2a and
- 3 further documents from Group 2a or 2b

The combination of documents presented must confirm your name and date of birth.

If you are unable to provide these documents you may need to be fingerprinted.

Group 1: Primary identity documents

Passport	Any current and valid passport. A UK passport can be expired up to a maximum of 6 months.
e-Visa	Accessed via the 'View and Prove' service. The share code requested must be an 'immigration' status share code. If you do not have a UKVI account to access your eVisa you can create one online (https://www.gov.uk/get-access-evisa)
Biometric residence permit	UK. A BRP showing Indefinite Leave to Remain, Indefinite Leave to Enter or No Time Limit can be used up to 18 months past the expiry date of the BRP. BRP holders should be encouraged to create an account and access their e-Visa
Application Registration Card (ARC)	Issued by the Home Office. Must be checked against the Home Office Employer Checking Service
Current driving licence photocard - (full or provisional)	Current and valid photocard driving licence issued by UK, Isle of Man, Channel Islands. A paper counterpart to the photocard driving licence is not valid.
Birth certificate - issued within 12 months of birth	UK, Isle of Man and Channel Islands - including those issued by UK authorities overseas, for example embassies, High Commissions and HM Forces. Must be original certificate. Certified copies are a group 2a document.
Adoption certificate	UK and Channel Islands

Group 2a: Trusted government documents

Current driving licence photocard - (full or provisional)	Current and valid. All countries outside the UK (excluding Isle of Man and Channel Islands)
Current driving licence (full or provisional) - paper version (if issued before March 2000)	Current and valid. UK, Isle of Man and Channel Islands. For a paper licence to be valid it must be issued before March 2000 and all information, including name and address, must be up to date.
Birth certificate - issued more than 12 months 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	Issued by a country outside the UK. Valid only for roles whereby the applicant is living and working outside of the UK. Visa/permit must relate to the non UK country in which the role is based
HM Forces ID card or HM Armed Forces Veteran card	UK
Firearms licence	UK, Channel Islands and Isle of Man

Group 2b: Financial and social history documents

Mortgage statement	UK	Issued in last 12 months
Bank or building society statement	UK and Channel Islands. A print off of a bank statement that is endorsed with a stamp and signed by the bank is acceptable if you cannot have hard copy bank statements posted to you.	Issued in last 3 months
Bank or building society statement	Countries outside the UK	Issued in last 3 months - branch must be in the country where the applicant lives and works
Bank or building society account opening confirmation letter	UK	Issued in last 3 months
Credit card statement	UK	Issued in last 3 months
Financial statement, for example pension or endowment	UK	Issued in last 12 months
P45 or P60 statement	UK and Channel Islands. Original only. Cannot be online document or printed from online account/PDF	Issued in last 12 months
Council Tax statement	UK and Channel Islands	Issued in last 12 months
Letter of sponsorship from future UK employment provider	Valid only for applicants residing outside of the UK at time of application	Must still be valid
Utility bill	UK - not mobile telephone bill. Cannot be printed from an online account.	Issued in last 3 months
Benefit statement, for example Child Benefit, State Pension	UK	Issued in last 12 months

Central or local government, government agency, or local council document giving entitlement, for example from the Department for Work and Pensions, the Employment Service, Local Authority	UK and Channel Islands – a letter confirming entitlement to benefits. For example: Personal Independence Payment (PIP), free school meals, universal credit, asylum support etc	Issued in last 12 months
HMRC self-assessment letters or tax demand letter	UK	Issued in last 12 months
European Health Insurance Card (EHIC) or Global Health Insurance Card (GHIC)	UK	Must be valid
EEA National ID card		Must still be valid
Irish Passport Card	Cannot be used with an Irish passport	Must still be valid
Cards carrying the PASS accreditation logo	UK, Isle of Man and Channel Islands. Digital PASS cards are acceptable where they have been issued by an approved digital PASS provider and the QR code has been used to confirm details.	Must still be valid
Letter from head teacher, college principal, apprenticeship provider	UK - for 16 to 19 year olds in full time education or on an apprenticeship - only used in exceptional circumstances if other documents cannot be provided	Issued in the last month