



Powys

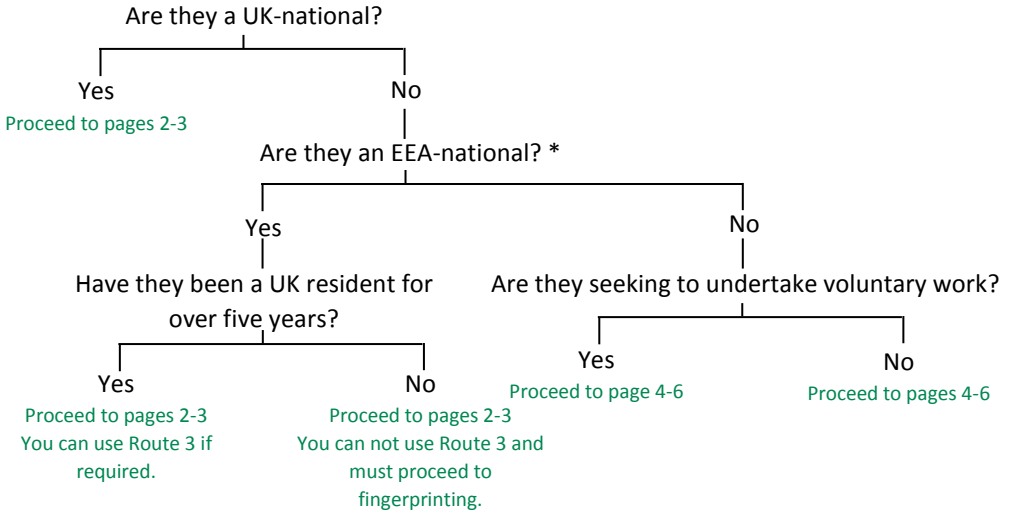
 **Disclosure and Barring Service (DBS)**



Confirming an applicant's identity

ID Verification

Answer the following questions in order to ascertain which verification route is correct for you.




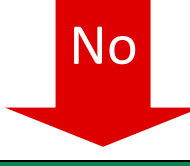


* An EEA-national is an individual from one of the following countries:

Austria	Belgium	Bulgaria	Croatia
Cyprus	Czech Republic	Denmark	Estonia
France	Finland	Germany	Greece
Hungary	Iceland	Ireland	Italy
Latvia	Liechtenstein	Lithuania	Luxembourg
Malta	Netherlands	Norway	Poland
Portugal	Romania	Slovakia	Slovenia
Spain	Sweden	Switzerland	United Kingdom

EEA-nationals – ID Routes

Once the applicant has completed the application form, they will come to you with their ID documents in order for you to verify their identity.

Which verification route should you take?	
Can they produce any documents from Group 1?	
 <p>Yes</p>	 <p>No</p>
<p>Route 1: <i>Three documents must be seen</i> (1 document from Group 1 plus any 2 from Group 1, 2a or 2b)</p>	<p>Route 2: <i>Three documents from Group 2 must be seen</i> (1 document from Group 2a plus any 2 from Group 2a or 2b) and an external ID check must be carried out.</p>
	 <p>No</p>
	<p>Route 3: <i>Five documents must be seen</i> (UK Birth Certificate, 1 document from 2a and 3 documents from 2a and 2b).</p>
	 <p>No</p>
	<p>Fingerprints: Failure to meet all three of the routes will result in the applicant needing to go for fingerprints – a paper application will need to be completed.</p>

EEA-nationals - List of Valid Identity Documents

Please note all documents must be in your current name. At least one document must show your current address while another must show your date of birth.

Group 1 – Primary Trusted Identity Credentials

- Current valid Passport – Any current or valid passport
- Biometric Residence Permit (UK)
- Current Driving Licence Photo card (UK/Isle of Man/Channel Islands and EU) Full or Provisional
- Birth Certificate (UK & Channel Islands) - issued within one year of date of birth; Full or short form acceptable including those issued 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

- Old Style Paper Driver Licence (UK/Isle of Man/Channel Islands and EEA)
- Current Driving Licence Photo card (All **other** countries outside the EEA excluding Isle of Man and Channel Islands)
- Certified Copy of Birth Certificate (UK & Channel Islands) - issued after 12 months of date of birth
- Marriage/Civil Partnership Certificate (UK and Channel Islands)
- HM Forces ID Card (UK)
- Fire Arms Licence (UK)
- Immigration document, visa or works permit (issued by country outside the EEA. Valid only for roles where 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)

Group 2b - Financial/Social History Documents

- Bank/Building Society Statement (UK, Channel Islands and EEA) *
- Bank/Building Society Statement (Countries outside the EEA) *
- Credit Card Statement*
- Utility Bill (UK. Mobile phone bills and electronic bills are not accepted)*
- Benefit Statement e.g. child allowance, pension*
- Document from Government giving entitlement i.e. DWP, Job Centre*
- Mortgage Statement (UK or EEA) **
- Financial Statement e.g. pension, endowment (UK) **
- P45/P60 (UK and Channel Islands) **
- Council Tax Statement (UK and Channel Islands) **
- Bank/Building Society Account Opening Confirmation Letter (UK) *
- Letter of sponsorship from future employment provider (Non-UK or non-EEA only - valid only for applicants residing outside of the UK at time of application)
- EU National ID Card
- Cards carrying the PASS accreditation logo (UK, Isle of Man and Channel Islands)
- Letter from Head Teacher or college principal (Only for 16 - 19 year olds and only in exceptional circumstances)

* Documentation should be less than 3 months old
** Issued within the past 12 months

Non EEA-nationals Routes

Non EEA-nationals who wish to **volunteer** must use Route 1 of the ID checking process outlined in pages 2-3. If they are unable to provide the documentation for Route 1 then they must proceed to Route 1a as outlined for paid employees below. Should they be unable to complete this route then they must proceed to fingerprinting. You can not use any other routes.

Non EEA-nationals undertaking **paid work**, must be able to show:

- One primary document
 - Two supporting documents
- } *Please see pages 5-6 for guidance*

If they are unable to provide this documentation they can not submit a DBS Check because the right to work in the UK can't be established. They can not use any other route.

Non EEA-nationals (Paid Employment) – List of Valid ID Documents

Primary Documents	
A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office indicating that the person named is allowed to stay indefinitely or has no time limit on their stay.	UK
A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office indicating that the names person can currently stay and is allowed to do the work in question.	UK
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.	Any current and valid Passport.
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.	Any current and valid Passport.
A Certificate of Application issued by the Home Office under regulation 17(3) 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.	UK
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.	UK
<p>Applicants providing one of the following documents must also provide a current valid Passport:</p> <ul style="list-style-type: none"> • 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 persona’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 previous employer. 	<p>UK</p> <p>UK</p> <p>UK</p>

Supporting Documents	
Group 1	
Passport (which can only be used as a supporting document if it's not already been used as a primary document)	Any current and valid passport
Biometric Residence Permit (which can only be used as a supporting document if it's not already been used as a primary document)	UK
Current driving licence photo card - (full or provisional)	UK, Isle of Man, Channel Islands and EEA
Birth Certificate – issued within 12 months of birth	UK, Isle of Man and Channel Island – including those issued by UK authorities overseas, for example embassies, High Commissions and HM Forces.
Adoption Certificate	UK and Channel Islands
Group 2a	
Current driving licence photo card – (full or provisional)	All countries outside of 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 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)	Issued by the country where the role's based
HM Forces ID Card	UK
Firearms Licence	UK, Isle of Man and Channel Islands
Group 2b	
Mortgage Statement **	UK or EEA
Bank or building society statement *	UK, Channel Islands or EEA
Bank or building society statement (for applicants living and working outside the UK) *	Countries outside the EEA. Branch must be located in the country in which the applicant lives and works.
Bank or building society account opening confirmation letter *	UK
Credit card statement *	UK or EEA
Financial statement, for example pension or endowment **	UK
P45 or P60 **	UK and Channel Islands
Council Tax Statement **	UK and Channel Islands
Letter if sponsorship from future employment provider	Non-UK or EEA only – valid for applicants residing outside the UK at the time of application
Utility Bill *	UK
Benefit statement, for example Child Benefit, Pension *	UK
Central or local government agency, or local council document giving entitlement, for example from the Department of Work and Pensions, the Employment Service, HMRC. *	UK and Channel Islands
EEA National ID card	-
Cards carrying the PASS accreditation logo	UK, Isle of Man and Channel Islands
Letter from head teach or college principal	UK – for 16-19 year olds in full education – only to be used in exceptional circumstances.

Please note:

- * Documentation should be less than 3 months old
- ** Issued within the past 12 months

Contact

Please contact us for more information about the DBS service that Powys County Council offers.



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