

In most cases applicants will be able to produce 3 documents as follows:

- 1 document from Group 1
- 2 further documents from Groups 1, 2a or 2b, one of which must verify their current address.

Group 1 – Primary Trusted Identity Credentials
Current valid Passport Any Current and valid passport
Biometric Residence Permit (UK)
Current driving licence – photo card - UK/Isle of Man/Channel Islands and EU (full or provisional) All licences must be valid in line with current <u>DVLA</u> requirements
Birth Certificate (UK and Channel Islands) - issued at the time of birth (within 42 days) UK and Channel Islands – including those issued by UK authorities overseas, e.g. embassies, High Commissions and HM Forces
Adoption certificate - UK and Channel Islands
Group 2a – Trusted Government/State Issued Documents
Current driving licence – photo card - All countries (full or provisional) (Excluding UK/Isle of Man/Channel Islands and EU) All licences must be valid in line with current <u>DVLA</u> requirements
Current driving licence – paper version - UK/Isle of Man/Channel Islands and EU (full or provisional). All licences must be valid in line with current <u>DVLA</u> requirements
Birth Certificate – Issued after time of birth (UK and Channel Islands) .
Marriage/Civil Partnership Certificate (UK and Channel Islands) .
HM Forces ID Card (UK) .
Fire Arms Licence (UK and Channel Islands and Isle of Man) .
Group 2b – Financial/Social History documents
Mortgage Statement (UK or EEA) **
Bank/Building Society Statement (UK and Channel Islands or EEA) *
Bank/Building Society Account Opening Confirmation Letter (UK)*
Credit Card Statement (UK or EEA) *
Financial Statement - e.g. pension, endowment, ISA (UK)**
P45/P60 Statement (UK & Channel Islands) **
Council Tax Statement (UK & Channel Islands) **
Work Permit/Visa (UK) (valid up to expiry date)
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 *
Benefit Statement - e.g. Child Allowance, Pension *
Central or local government, government agency, or local council document giving entitlement, e.g. from the Department for Work and Pensions, the Employment Service, HMRC - UK and Channel Islands *
EU National ID Card.
Cards carrying the PASS accreditation logo (UK and Channel Islands)
Letter from Head Teacher or College Principal (16/19-year olds in full time education – (only used in exceptional circumstances when all other documents have been exhausted) (UK) .

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.

Not denoted – it can be more than 12 months old.

PLEASE TURN OVER FOR DETAILS OF OTHER COMBINATIONS OF VALID DOCUMENTS

Satisfying Route One

The applicant must produce 3 documents as follows:

- 1 document from Group 1
- 2 further documents from Groups 1, 2a or 2b, one of which must verify their current address.

Satisfying Route Two

If the applicant is unable to provide a Group 1 document, then you should proceed to Route Two. In the first instance, the applicant must produce 3 documents in total:

- 1 document from Group 2a; and
- 2 further documents from Groups 2a or 2b, one of which must verify their current address.

Once satisfied with these documents, you need to use an appropriate external ID validation service to establish the applicants name and living history footprint.

If you need to carry out Route Two checking SCYP and United Medicare are able to assist you with this. United Medicare are working closely with an external ID checker. This will be at an additional cost to the DBS fee and including the cost of the external ID Check and SCYP / United Medicare's admin fee it will be £10.00.

Satisfying Route Three

All Registered Bodies must have exhausted Route One and should have endeavoured to use Route two and the external identification check before considering processing any applicant by Route three.

If the applicant cannot carry out route one to Route Two You should have had a probing discussion with the applicant to establish why they were unable to be processed by Routes one or two.

What to do next?

In the event of an applicant being unable to satisfy any of the three Routes, you should have a probing discussion with the applicant before considering whether to declare "No" at section W59 of the application form. If you have done everything within reason to acquire the necessary documentation without success, the only further option is the applicant would need to be fingerprinted which may cause delays.