



DOCUMENTARY EVIDENCE SHEET – UK/EEA Nationals

This form is mandatory, employers must submit a copy with each application to ensure that they are complying with the DBS code of practice

All documents must be in the applicant's current name, one must confirm their date of birth as recorded in section A and at least one must confirm their current address

Applicant's Name _____	Enhanced <input type="checkbox"/>
Form Reference <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Standard <input type="checkbox"/>

<input checked="" type="checkbox"/>	Group 1 Primary Identity Documents
	Current and valid Passport - Any Country
	Biometric Residence Permit - UK only
	Current Full OR Provisional Photo Card Driving Licence – UK / Channel Islands / Isle of Man & EEA only
	Original Birth Certificate – UK / Channel Islands / Isle of Man only - Issued within 12 months of birth (including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces)
	Adoption Certificate - UK and Channel Islands Only
<input checked="" type="checkbox"/>	Group 2a – Trusted Government Documents
	Current Full OR Provisional Photo Card Driving Licence - All countries outside the EEA (excluding Isle of Man and Channel Islands)
	Current Full OR Provisional Paper Version Driving Licence (paper version if issued before 1998) - UK/ Channel Islands / Isle of Man and EEA only
	Certified Copy of Birth Certificate - UK / Channel Islands / Isle of Man only. Issued after time of birth by the General Register Office – Photocopies are not acceptable
	Marriage Certificate / Civil Partnership Certificate - UK and Channel Islands only
	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 Only
	Firearms Licence - UK / Channel Islands and Isle of Man only
<input checked="" type="checkbox"/>	Group 2b –Financial/ Social History Documents
	Mortgage Statement - UK or EEA issued within last 12 months
	Bank OR Building Society Statement - UK / Channel Islands or EEA issued within last 3 months
	Bank OR Building Society Statement – Countries outside the EEU issued within 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 within last 3 months
	Credit Card Statement - UK or EEA issued within last 3 months
	Financial Statement – (e.g. pension or endowment) UK issued within last 12 months
	P45/P60 Statement - UK & Channel Islands issued within last 12 months
	Council Tax Statement UK & Channel Islands issued within last 12 months
	Letter of Sponsorship from future employment provider - Non-UK/Non-EEA only – valid only for applicants residing outside of UK at time of application – Must still be valid
	Utility Bill - Not mobile telephone - UK issued within last 3 months
	Benefit Statement – (e.g. Child Benefit, Pension) UK issued within last 3 months
	A document from Central or Local Government / Government Agency / Local Council giving entitlement - (e.g. from the DWP, the Employment Service, HMRC) UK & Channel Islands issued within last 3 months
	EEA National ID Card – Must still be valid
	Irish Passport Card – Cannot be used with an Irish Passport – Must still be valid
	Card Carrying the PASS accreditation logo – UK / Channel Islands / Isle of Man - must still be valid
	Letter from Head Teacher or College Principal – 16 to 19 year olds in full time education Only to be used in exceptional circumstances when an attempt has been made to see all other documents (UK) Must still be valid

Checked in accordance with the DBS code of practice:
(By person named at W58 on application form)

Signed _____

Print Name: _____

Date: ____/____/____

Safe & Sure DBS Membership Number: _____

CONFIRMING THE APPLICANT'S IDENTITY – UK AND EEA NATIONALS

ALL documentation MUST be original (no photocopies)

Please use the information below to determine which route is applicable.

If the applicant isn't a national of the UK or the European Economic Area (EEA) they must [use a different route to apply for paid work](#) in the UK. (See separate guidance for none UK / EEA Nationals)
They can only use Route 1 for voluntary work.

Route 1

The applicant must be able to show:

- one document from Group 1 **and**
- 2 further documents from any Group

At least one of the documents must show the applicant's current address.

If the applicant is not a national of the UK or the EEA and is applying for voluntary work they may need to be fingerprinted if they can't show these documents.

If the applicant has provided documents as detailed above then the document check is complete. If the applicant cannot produce a Group 1 document then you must proceed to Route Two.

Route 2

Route 2 can only be used if it is impossible to process the application through Route 1.

If the applicant isn't a national of the UK or the EEA and is applying for voluntary work they can't use Route 2.

If the applicant doesn't have any of the documents in Group 1, then they must be able to show:

- one document from Group 2a **and**
- 2 further documents from Group 2a or 2b

At least one of the documents must show the applicant's current address.

EEA nationals who have been resident in the UK for 5 years or less may need to be fingerprinted if they can't show these documents.

The employer must complete an **ID Validation Request Form (to be signed by applicant)** and enclose the relevant payment. Safe & Sure DBS will then perform an External ID Validation check on your behalf, the result of which will be forwarded to you by email. If the applicant passes the check their form will be sent to the DBS the same day.

If the applicant does not pass the external ID Validation check then you must proceed to Route 3, we will contact employers to ask that they check the required documents for Route 3.

Route 3

All employers must have exhausted Routes 1 and 2 before they consider processing an applicant via Route 3. EEA nationals who have been resident in the UK for 5 years or less can't use Route 3.

The applicant must be able to show:

- a certified copy of birth certificate issued within 12 months of time of birth (UK and Channel Islands) **and**
- One document from group 2a **and**
- 3 further documents from group 2a or 2b

At least one of the documents must show the applicant's current address.

If the applicant can't provide these documents they may need to be fingerprinted.

If the ID checker cannot establish an applicant's identity in accordance with DBS ID guidelines above then you should mark W59 on the application form with NO. The applicant will then have to have their fingerprints taken.