

# Identification Documents & ID Checking Routes v.2 Sept 2021



# Acceptable Identification Documents – UK Nationals

## Group 1 – Primary Identity Documents

- Current valid Passport
- Biometric Residence Permit (UK)
- Current Driving Licence UK, Isle of Man, Channel Islands (Full or Provisional)
  - Photo card Style only
- Birth Certificate (UK and Channel Islands) – issued at the time of birth;
  - Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces. (Photocopies are NOT acceptable)
- Adoption Certificate – UK and Channel Islands

## Group 2a – Trusted Government Documents

- Current Driving licence - Photocard All Countries outside the UK excluding Isle of Man & Channel Islands (Full or Provisional)
- Current Driving Licence - Paper version – UK, Isle of Man, Channel Islands (Full or provisional)
- Birth Certificate (UK and Channel Islands) – (issued after the time of birth by the General Register Office/relevant authority i.e. Registrars – Photocopies are NOT acceptable)
- 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 Non-UK country in which the role is based
- HM Forces ID Card (UK)
- Fire Arms Licence (UK, Channel Islands and Isle of Man)

## Group 2b – Financial and Social History Documents

- Mortgage Statement (UK) – issued in last 12 months
- Bank/Building Society Statement (UK and Channel Islands) – issued in last 3 months
- Bank/Building Society Account Opening Confirmation Letter (UK) – issued in last 3 months
- Credit Card Statement (UK) – issued in last 3 months
- Financial Statement - e.g. pension, endowment (UK) – issued in last 3 months
- P45/P60 Statement (UK & Channel Islands) – issued in last 12 months
- Council Tax Statement (UK & Channel Islands) – issued in last 12 months
- Work Permit/Visa (UK) – Valid up to expiry date
- Letter of Sponsorship from future employment provider (Non-UK– valid only for applicants residing outside of the UK at time of application) – must still be valid
- Utility Bill (UK) NOT mobile telephone – issued in last 3 months
- Benefit Statement e.g. Child benefit, Pension (UK) – issued in last 3 months
- Central or local government, government agency or local council document giving entitlement e.g. from the Department of Work and Pensions, the Employment Service, HMRC (UK and Channel Islands) – issued in last 3 months
- EU National ID Card – must still be valid
- Cards carrying the PASS accreditation logo (UK and Channel Islands) – must still be valid
- Letter from Head Teacher or College Principal (UK) for 16 to 19 year olds in full time education – only used in exceptional circumstances if other documents cannot be produced – must still be valid

# Acceptable Identification Documents – Non-UK Nationals



## Primary Documents

- A current document issued by the Home Office to a family member of an EEA or Swiss citizen, and which indicates that the holder is permitted to stay in the United Kingdom indefinitely
- A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- Online evidence of immigration status. Either via the View and Prove service or using the BRP or BRC online service. Issued by the Home Office to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question. Must be valid. **Note: this includes the EUSS digital status confirmation**
- 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.
- 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 a previous employer.
- 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.
- A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.
- A current document issued by the Home Office to a family member of an EEA or Swiss citizen, and which indicates that the holder is permitted to stay in the United Kingdom for a time limited period and to do the type of work in question.
- A frontier worker permit issued under regulation 8 of the Citizens' Rights (Frontier Workers) (EU Exit) Regulations 2020
- 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 person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A document issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules on or before 30 June 2021 **together with a Positive Verification Notice** from the Home Office Employer Checking Service
- 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.
- A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.

**Supporting documents** The applicant must be able to show 2 documents from the Group 1, 2a or 2b lists.

# ID Checking Routes – UK Nationals



## Route 1

The applicant must be able to show:

- 1 document from Group 1
- 2 further documents from either Group 1, or Group 2a or 2b

At least 1 of the documents must show the applicant's current address

## Route 2

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

- 1 document from Group 2a
- 2 further documents from either Group 2a or 2b
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At least one of the documents must show the applicant's current address. An appropriate External Validation check will then be undertaken by ukcrbs

## Route 3

Route 3 can only be used if it's impossible to process the application through Routes 1 or 2

For Route 3, the applicant must be able to show:

- a birth certificate issued after the time of birth (UK and Channel Islands)
- 1 document from Group 2a
- 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. Please note that the fingerprint route does not confirm or validate the applicants identity but will confirm that the owner of the fingerprints does or does not have a criminal record

## ID Checking Route – Non-UK Nationals

An applicant who wants to do paid work and isn't a national of the UK must be able to show:

- one primary document
- 2 supporting documents

If an applicant is unable to provide this documentation they can't submit a DBS check. This is because the right to work in the UK can't be established. They can't use any other route.

Applicants for voluntary work who aren't UK nationals must [use Route 1](#). Non-UK nationals who are eligible for a DBS check and receiving payment for work, even if it is an allowance e.g. a foster carer must use the paid work route.

However, Route 1 can be used by adult household members:

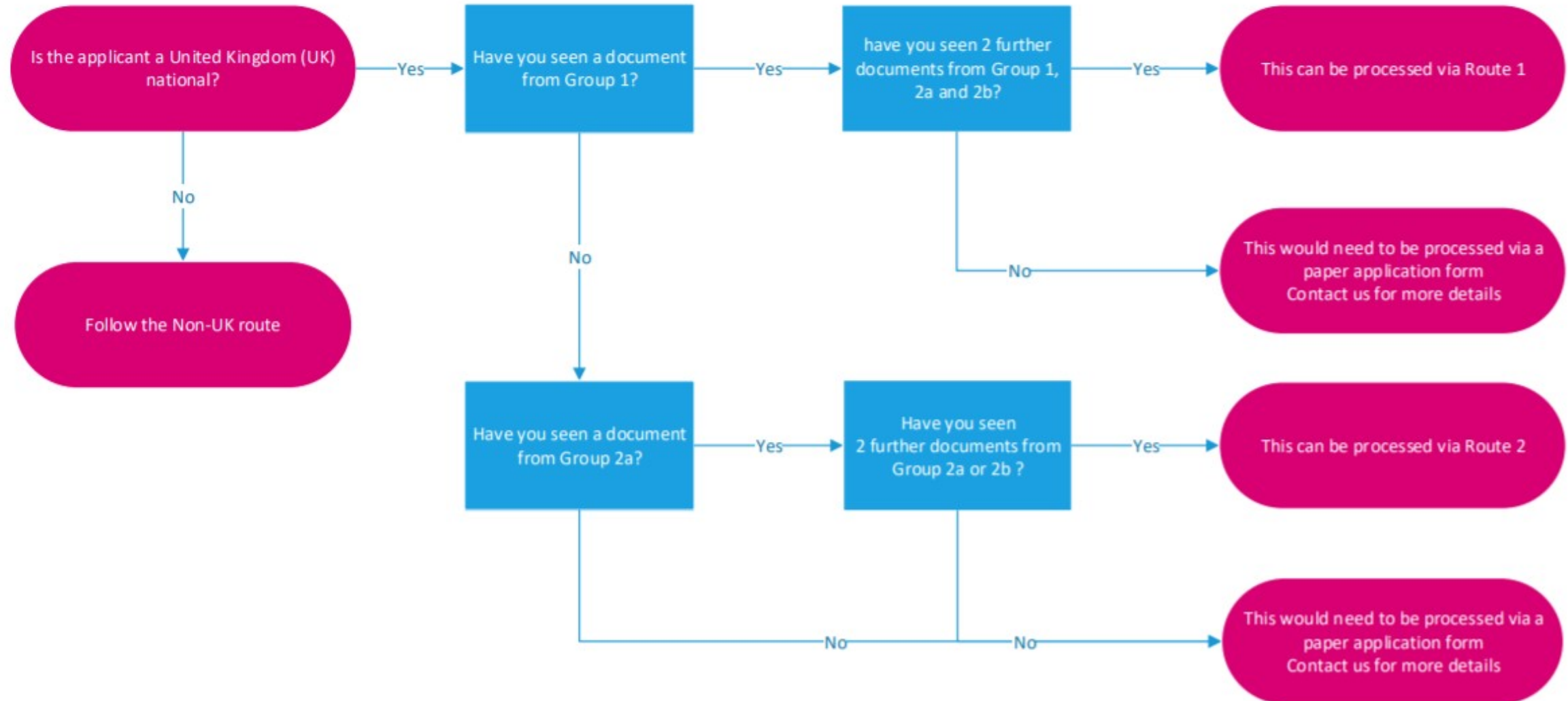
- in a fostering household
- in a child-minding household
- in a host family
- living where 'work with children' takes place e.g. living in a boarding school

**Documents for non-UK nationals doing paid work** - The documents must be originals, not copies.

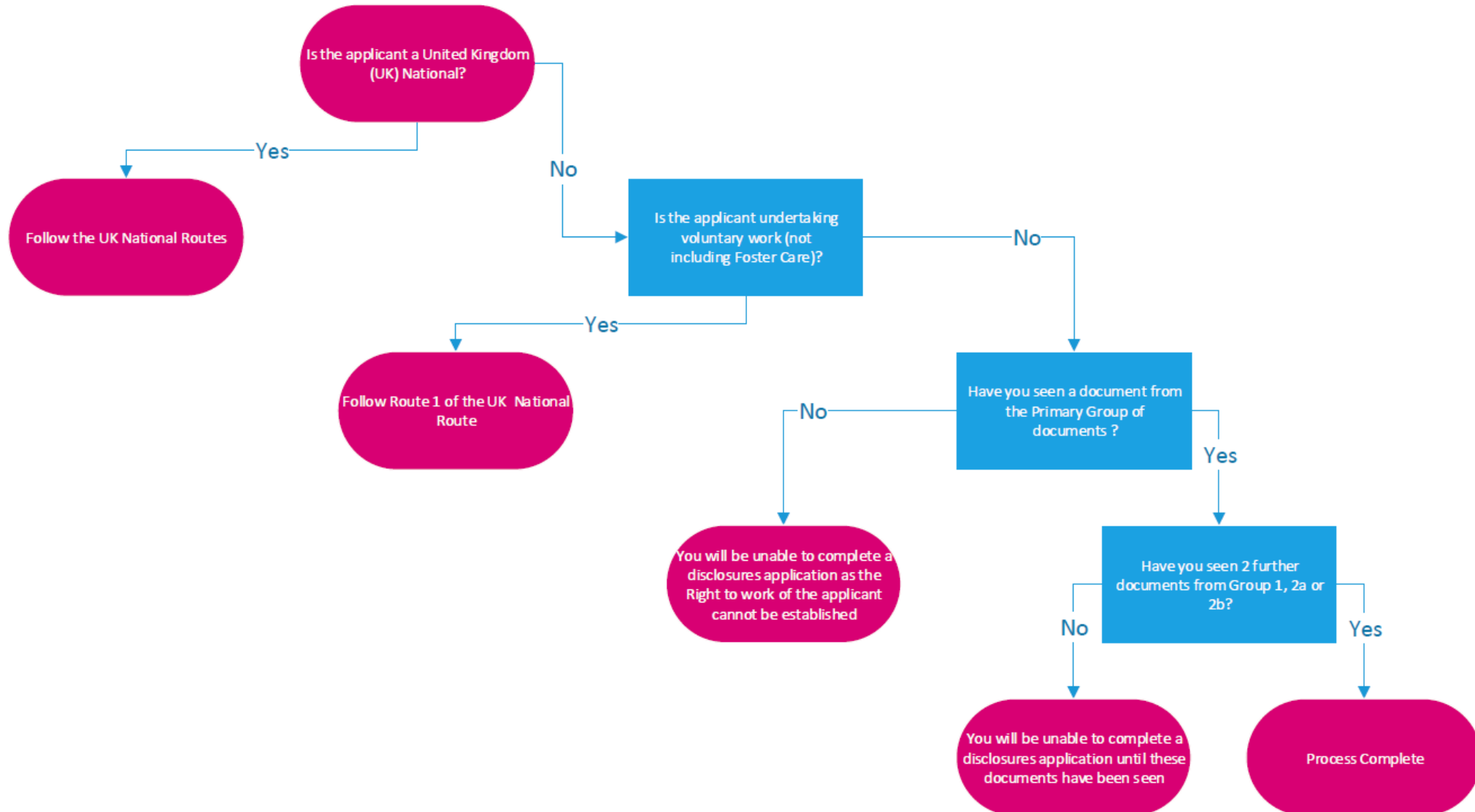
At least one of the documents from either the primary or supporting documents lists must show the applicant's current address.

The primary document list contains the range of documents you may accept for a person who has a permanent or temporary right to work in the UK. More detailed information about which document you may accept for right to work purposes, together with examples of what they look like, can be found in ['An employer's guide to acceptable right to work documents'](#)

# Process Flow – UK Nationals



# Process Flow – Non-UK & Non-EEA Nationals



If you need any further advice or guidance please contact the Disclosures Team who will be happy to help

T - 01256 487 889

E - [disclosures@mitie.com](mailto:disclosures@mitie.com)