

IMPORTANT INSTRUCTIONS - PLEASE READ CAREFULLY

The UK Basic Level Disclosure can come from one of two sources; Disclosure Scotland or the Disclosure & Barring Service (DBS). The specific source to be used is dependent upon the location of the job. The information needed to request the Disclosure varies depending upon the source of the Disclosure. It is important to select the correct source so that we can provide you with the proper ordering information.

- **If the job location is outside of England or Wales, including countries outside of the UK, the source is Disclosure Scotland.**
- **If the job location is in England or Wales, the source is the Disclosure & Barring Service.**

This package contains the identity validation instructions for both sources. Follow the instructions that pertains to the candidate's unique employment situation.

Will the job be located in England or Wales?

- NO: Follow the [Disclosure Scotland Instructions](#) (page 2 of this document)
Provide the appropriate copies of proof of address and proof of identity.
- YES: Follow the [DBS Instructions](#) (pages 3 - 4 of this document)
The employer must sign the ID Attestation document and upload this to the order.

INSTRUCTIONS FOR JOBS NOT LOCATED IN ENGLAND OR WALES

THIS INFORMATION SHOULD BE PROVIDED BY CANDIDATES WHEN THE JOB LOCATION WILL NOT BE IN ENGLAND OR WALES. (Provide this information if the job location will be in Northern Ireland, Scotland, or in a country other than the United Kingdom.)

UK Criminal National (Disclosure Scotland Basic) ID Document Information - Subject

Updated: December 28, 2017

My place of work will be (check one):

- Northern Ireland Scotland Country other than UK

You must provide supporting documentation to confirm your:

- Current Home Address
- Name
- Date of Birth

You may submit one or more documents, but they must be sufficient to verify all three of the items.

Acceptable documents are:

- National Insurance Card
- Driving License
- National Identity Card
- ISA Registration
- Electricity Supplier Bill (no older than 90 days)
- Utility Bill (no older than 90 days)
- Passport
- Birth Certificate
- National Entitlement Card

A Passport or National ID are the best options for submission as long as they confirm your current home address, name, and date of birth.

The company requesting this search will provide you with information on submitting the document or documents.

INSTRUCTIONS FOR JOBS IN ENGLAND OR WALES

THIS FORM SHOULD BE COMPLETED BY EMPLOYERS, WHEN THE CANDIDATE'S JOB LOCATION WILL BE IN ENGLAND OR WALES.

The candidate's place of work will be (check one):

- England
- Wales

UK Criminal National (DBS Basic) ID Document Attestation - Client

Updated: January 9, 2018

This document pertains to the Disclosure & Barring Service Basic Level Certificate for jobs located in England and Wales only. If the position is located outside of England or Wales, or the Standard or Enhanced Certificate is required, please contact your Account Manager.

Supporting Documentation

An employer requiring a DBS Basic check must verify the subject's identity with a face to face identity check against the subject's original documents. By signing this Attestation, you confirm you have conducted the proper check.

Follow these requirements closely

- **ONLY ORIGINAL DOCUMENTS MAY BE CONFIRMED.** Do not accept photocopies or documents printed from the internet.
- The documents must confirm the subject's current name, date of birth, and current address as listed on the Data Form.
- Select at least **TWO** documents in total, from the options listed below.
At least **ONE** document must be from the Primary Identity Documents (EEA Nationalities).
- If you find any discrepancies in the information provided by the applicant and the comparison of the documents supplied, and you do not suspect fraud, ask the applicant to clarify the reasons for the discrepancy.

Additional guidance for the identity checking process is found here: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/640153/DBS_Basic_Check_ID_Guidance_for_Responsible_Organisations_v1.0.doc

Guidance for examining identity documents: <https://www.gov.uk/government/publications/recognising-fraudulent-identity-documents>

Candidate Name

First Name

Last Name

Check the box next to the original document you have witnessed.

Primary Identity Documents (EEA Nationalities)

- Current Valid Passport (any country)
- UK Biometric Residence Permit
- Current Driving License – Photocard (UK, Isle of Man, Channel Islands and EU only, Full or provisional)
- Birth Certificate – Issued within 12 months of birth (UK, Isle of Man, and Channel Islands only)
- Adoption Certificate (UK and Channel Islands only)

Secondary Identity Documents

- Current and valid driving license photocard (any country outside the EEA, full or provisional)
- Current and valid driving license (old style paper version issued before 1998. UK, Isle of Man, Channel Islands and EEA only, full or provisional)
- Marriage / Civil Partnership Certificate (UK and Channel Islands only)
- HM Forces ID Card (UK only)
- Fire Arms Licence (UK, Channel Islands, and Isle of Man only)

Financial and Social History Documents

- Mortgage Statement (UK or EEA only) issued within the past 12 months
- Bank/Building Society Statement (UK and Channel Islands or EEA only), less than 3 months old
- Bank/Building Society account opening confirmation letter (UK only) less than 3 months old
- Credit Card Statement (UK or EEA only) less than 3 months old
- Financial Statement (E.G. pension, endowment, ISA; UL only) issued within the past 12 months
- P45/P60 Statement (UK and Channel Islands) issued within the past 12 months
- Council Tax Statement (UK and Channel Islands) issued within the past 12 months
- Utility Bill (UK only; Not a mobile telephone bill) less than 3 months old
- Benefit statement (E.G. Child Allowance, Pension; UK only) less than 3 months old
- A document from central or local government / government agency / local authority, giving entitlement (UK and Channel Islands Only) less than 3 months old
- EEA National ID Card
- Cards carrying PASS accreditation logo (UK, Isle of Man, and Channel Islands only)

Attestation of Document Verification

I hereby confirm that I have verified the candidate's identity in line with DBS Code of Practice and that I have:

- met with the candidate in person (i.e. face to face); and
- seen the candidate's original identification documents (and not just photocopies); and
- have no concern over the legitimacy of the documents (i.e. they look genuine); and
- checked that the candidate's full name, date of birth and current address match with the details on the *Data Form*; and
- checked that the appearance of the candidate matches the date of birth and the photograph on the documents

Identity Checked By: _____
(Print Name)

Date Checked: _____
(DD/MM/YYYY)

Signature: _____