



ID Verifier System User Guide

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1) Accessing the EmploymentCheck system

1.1. The Homepage

From the homepage, you can:

- Go to the 'Login' page.
- View the 'Privacy Policy' page.
- View the other homepage content such as the 'DBS Guidance' page.



Fig 1. EmploymentCheck 'Homepage'.

1.2. Logging into the system

When your DBS ID verifier account is created by your organisation, you will receive an automated email from the DBS system which contains your access credentials.

This email will contain your username and a link to set your password; this link will appear as 'Set a new password' within the email. Click on this link to set your chosen password.

Password: [Set a new password](#)

Fig 2. Set a password email link wording.



Passwords must be at least ten characters in length and contain characters from three of the following four categories:

1. Alphabetic uppercase characters (A through Z)
2. Alphabetic lowercase characters (a through z)
3. Numeric 10 digits (0 through 9)
4. Non-alphabetic Characters (for example, \$, #, %)

Enter and re-enter your password into the fields indicated onscreen. The system can generate a password by clicking on the 'Generate' button, you will then need to re-enter the same password manually.

Reset your password: Test Applicant

Enter your new password *

Generate

👁

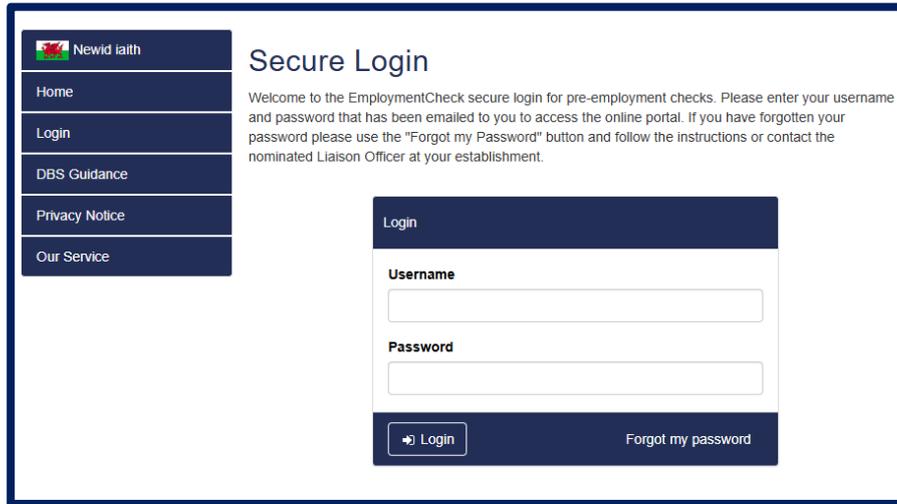
Confirm your new password *

👁

Reset Password

Fig 3. Set password confirmation fields.

Once you've set your password and securely made a note of it, you can now login to the DBS system. Enter the username provided to you in the account creation email along with the password you have set.



Newid iaith

- Home
- Login
- DBS Guidance
- Privacy Notice
- Our Service

Secure Login

Welcome to the EmploymentCheck secure login for pre-employment checks. Please enter your username and password that has been emailed to you to access the online portal. If you have forgotten your password please use the "Forgot my Password" button and follow the instructions or contact the nominated Liaison Officer at your establishment.

Login

Username

Password

[Login](#) [Forgot my password](#)

Fig 4. Example 'Login' page.

Once the username and password have been entered and you've clicked on the 'Login' button, you will be presented with the 'MFA Registration' page.



Use of Multi-Factor Authentication (MFA) is mandatory for all ID verifier accounts on the EmploymentCheck system.

1.3. MFA

There are two MFA methods in use on EmploymentCheck; using a certified third-party iOS/Android authentication app to register a device and generate a One-Time Passcode (OTP) for each logon attempt or via an OTP code sent via email to the users registered email address for each logon attempt. In both instances, the OTP code is required each time the authenticated user attempts to access the system.



Using your credentials and the OTP together means two-factors are required to allow access to the system, this helps to protect your organisation information.

1.3.1 App Method

When you have logged into the DBS system, you will be presented with the below screen where you will need to register to use Multi-Factor Authentication (MFA):

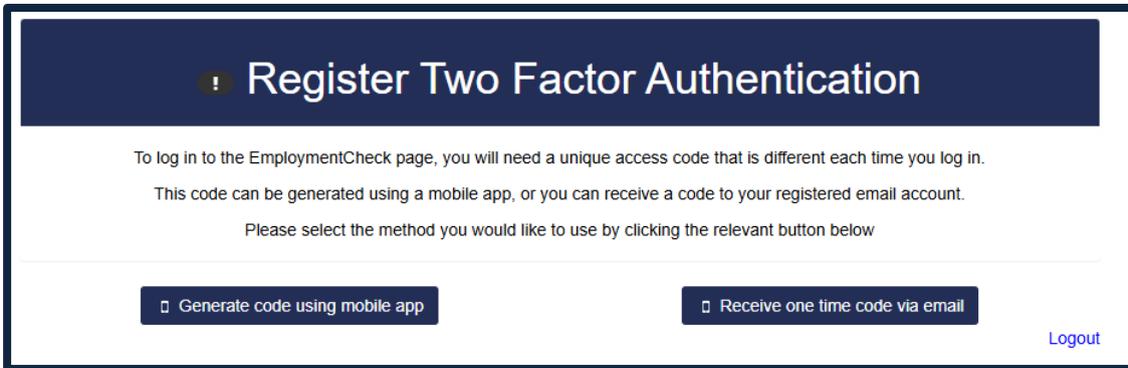


Fig 5. MFA Registration page.

To use the 'App' method, you will need to click on the 'Generate code using mobile app' option which will take you to the 'App Registration' page.

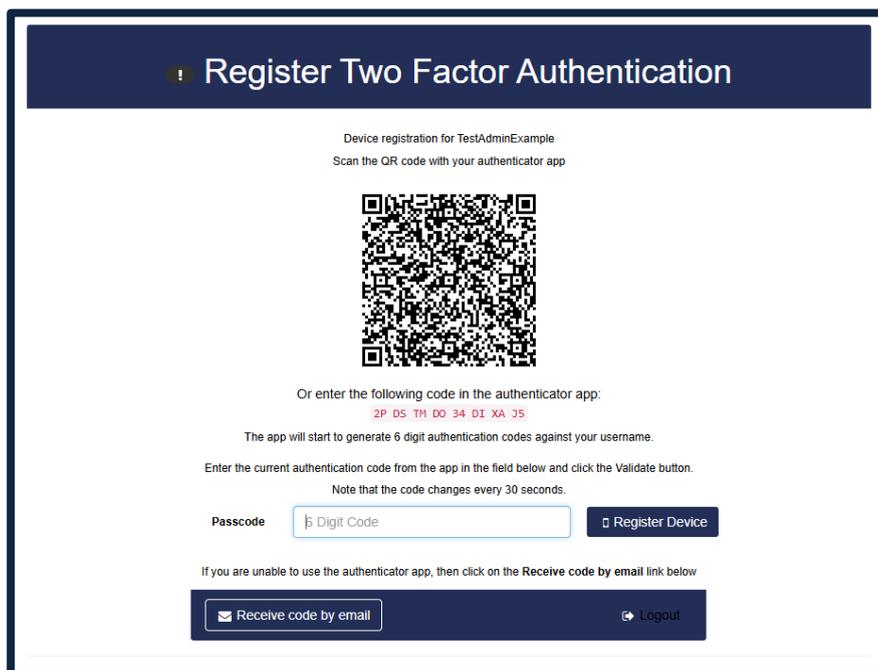


Fig 6. MFA App Route Registration page.

Then download/open the authenticator app on your smartphone device.



If you have used the authenticator app before, when you open the app, you'll see your existing accounts already linked to the authentication app.

There are two options to establish the link between the authentication app and the user account; either scan the QR code from the EmploymentCheck webpage or enter the setup key code from the EmploymentCheck webpage.

Once the device has been registered, you can then enter the OTP in the 'Passcode' field on EmploymentCheck.

After entering the OTP into the 'Passcode' field, then click on the 'Register Device' button.



Fig 7. MFA Email Route - Passcode field.

You will then be presented with the EmploymentCheck 'Terms and Conditions'. Accepting these terms will grant you access into the system.



The terms and conditions are set by your organisation, most commonly these will provide a link to the organisation's privacy notice, ID verification information and other useful guidance.

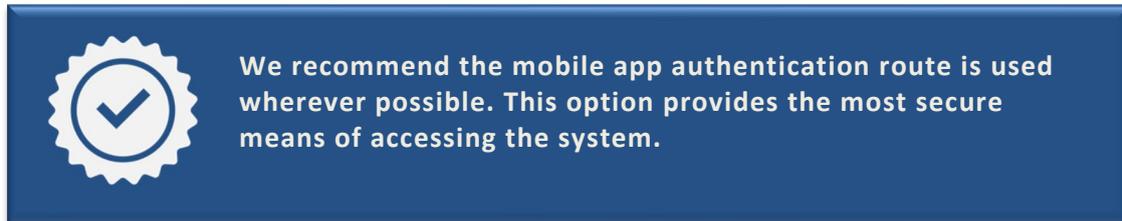
Once you have linked your account to the authentication app, you will be required to enter the OTP each time you need to access the EmploymentCheck system.



The OTP code on the authentication app resets every 30 seconds, the system will only allow you to enter the same code once, else you will need to wait for a new code to be generated.

1.3.2 Email Code Method

For users who are unable to access/download the authentication app, an alternative email authentication route is available. This process will need to be completed each time you log into the system.



When you have logged into the online DBS system, you will be presented with the below screen where you will need opt to receive the one-time code via email.

You will need to click on the 'Receive one time code via email' option.

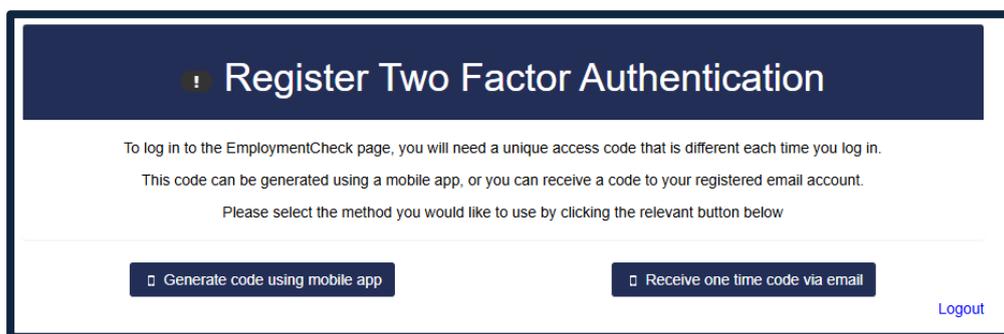


Fig 8. MFA Email Route Registration page.

An automated email will be triggered by the system and will be sent to the email address registered against your account.

A confirmation message will be displayed onscreen.

Once the email has been received, you will need to click on the 'Login using email code' button.

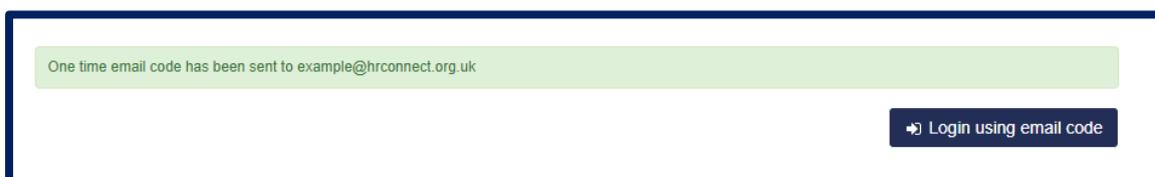
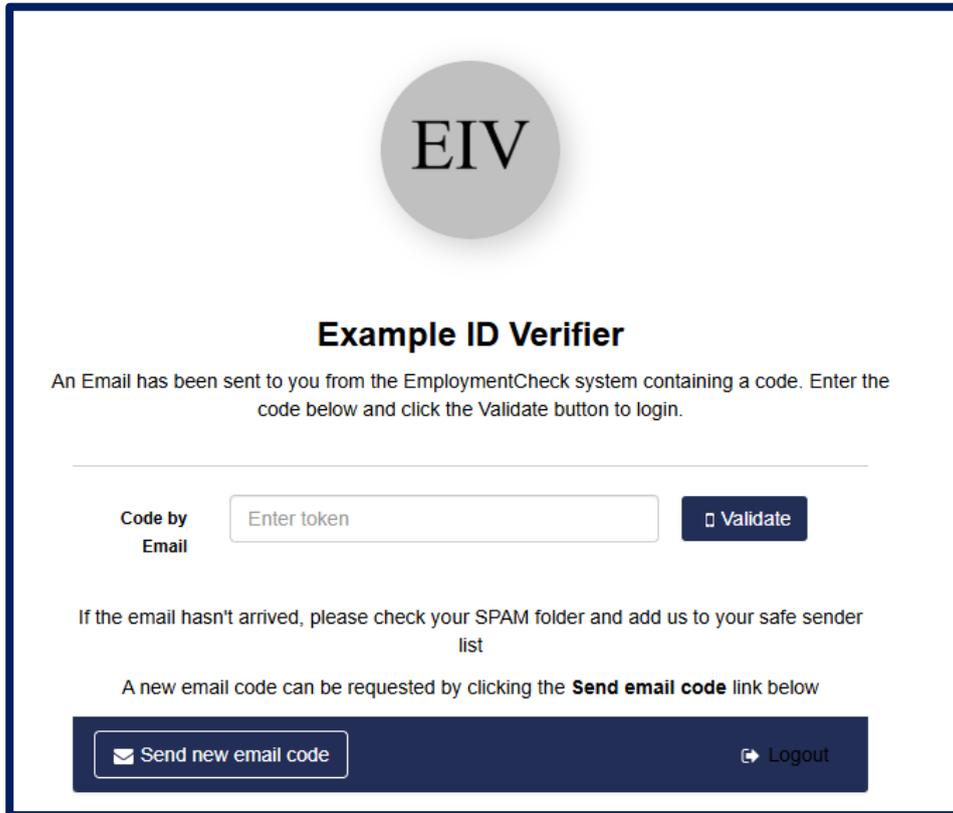


Fig 9. MFA Email Route Confirmation.

You will then be presented with the email OTP verification page as below.



EIV

Example ID Verifier

An Email has been sent to you from the EmploymentCheck system containing a code. Enter the code below and click the Validate button to login.

Code by

Email

If the email hasn't arrived, please check your SPAM folder and add us to your safe sender list

A new email code can be requested by clicking the **Send email code** link below

Fig 10. Enter MFA Email OTP Code.

You will need to enter the OTP code sent to your registered email address into the 'Code by Email' field.



Code by

Email

Fig 11. Enter MFA Email OTP Code Field.

You will then need to click on the 'Validate' button. A new OTP code can be generated using the 'Send new email code' button.



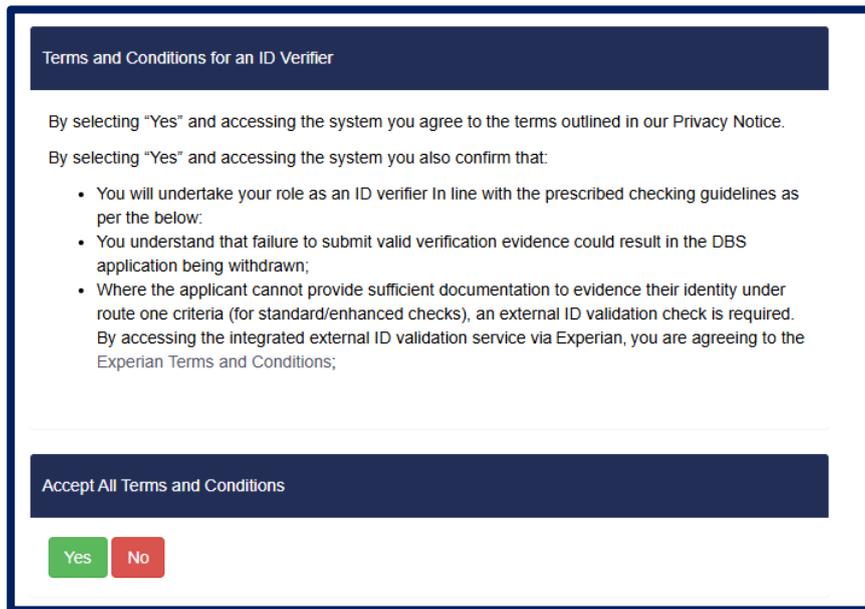
Fig 12. Send New MFA Email OTP Code Button.

If the email method is used, this process will need to be completed each time you need to access the online DBS system.



Please note that if you request multiple codes, only the most recent code will be valid. If the email has not been received, make sure to check your 'Junk'/'Spam' folders within your inbox.

You will then be presented with the EmploymentCheck 'Terms and Conditions'.



Terms and Conditions for an ID Verifier

By selecting "Yes" and accessing the system you agree to the terms outlined in our Privacy Notice.

By selecting "Yes" and accessing the system you also confirm that:

- You will undertake your role as an ID verifier in line with the prescribed checking guidelines as per the below;
- You understand that failure to submit valid verification evidence could result in the DBS application being withdrawn;
- Where the applicant cannot provide sufficient documentation to evidence their identity under route one criteria (for standard/enhanced checks), an external ID validation check is required. By accessing the integrated external ID validation service via Experian, you are agreeing to the Experian Terms and Conditions;

Accept All Terms and Conditions

Yes No

Fig 13. Example Terms and Conditions.

Accepting these terms will grant you access into the system. To do this click on 'Yes' under the 'Accept All Terms and Conditions' heading.



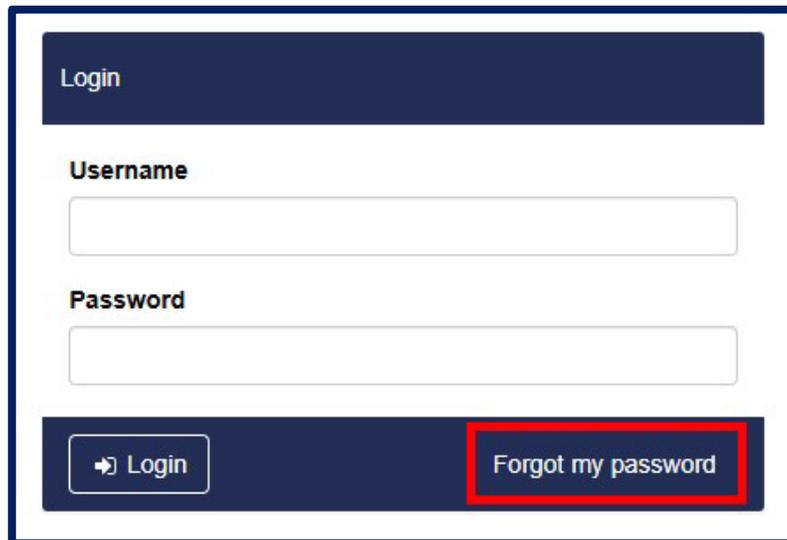
Accept All Terms and Conditions

Yes No

Fig 14. Accept Terms and Conditions buttons.

1.4. Forgotten passwords

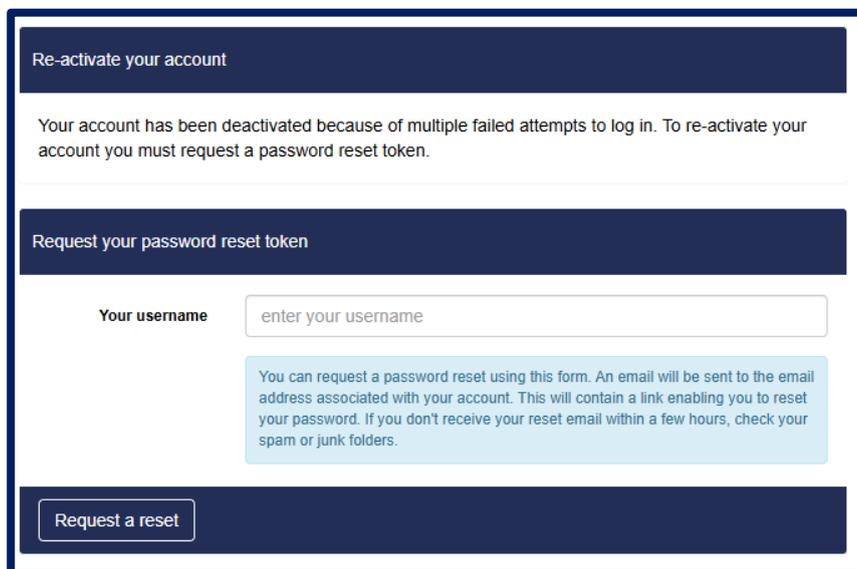
If you've forgotten your password, you should click the 'Forgot my password' link on the 'Login' page below the username and password fields.



The screenshot shows a login form with a dark blue header containing the word 'Login'. Below the header are two input fields: 'Username' and 'Password'. At the bottom of the form, there are two buttons: 'Login' with a right-pointing arrow and 'Forgot my password'. The 'Forgot my password' button is highlighted with a red rectangular border.

Fig 15. 'Forgot my password' link on 'Login' page.

You will then be prompted to enter your username and will need to click on the 'Request a reset' button. You will then receive an email with a secure link enabling you to access the system to change your password.



The screenshot shows a page titled 'Re-activate your account'. The main heading is 'Request your password reset token'. Below this is a form with a label 'Your username' and an input field containing the placeholder text 'enter your username'. A light blue information box contains the text: 'You can request a password reset using this form. An email will be sent to the email address associated with your account. This will contain a link enabling you to reset your password. If you don't receive your reset email within a few hours, check your spam or junk folders.' At the bottom of the form is a button labeled 'Request a reset'.

Fig 16. Forgotten my password process - username field.



If your password is entered incorrectly three times, your access to the site will be revoked, and you will need to contact your administrator to reactivate the account.

1.5. Logging out of the system

To log out of the system, click on the 'Logout' option from the left-hand navigation panel.

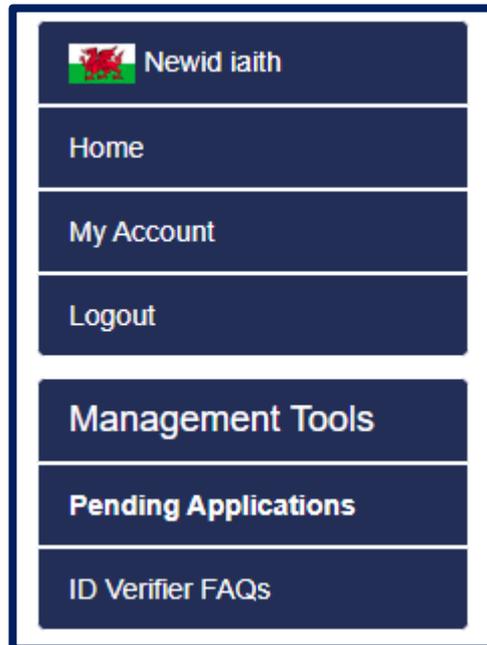


Fig 17. Logout Option.

2) Editing your account details

All users can edit their own account details including resetting their password. The 'Forename', 'Surname' and 'Contact Email Address' can be amended by clicking on the 'My Account' option from the navigation panel.



Passwords must be at least ten characters in length and contain characters from three of the following four categories:

5. Alphabetic uppercase characters (A through Z)
6. Alphabetic lowercase characters (a through z)
7. Numeric 10 digits (0 through 9)
8. Non-Alphabetic Characters (for example, \$, #, %)

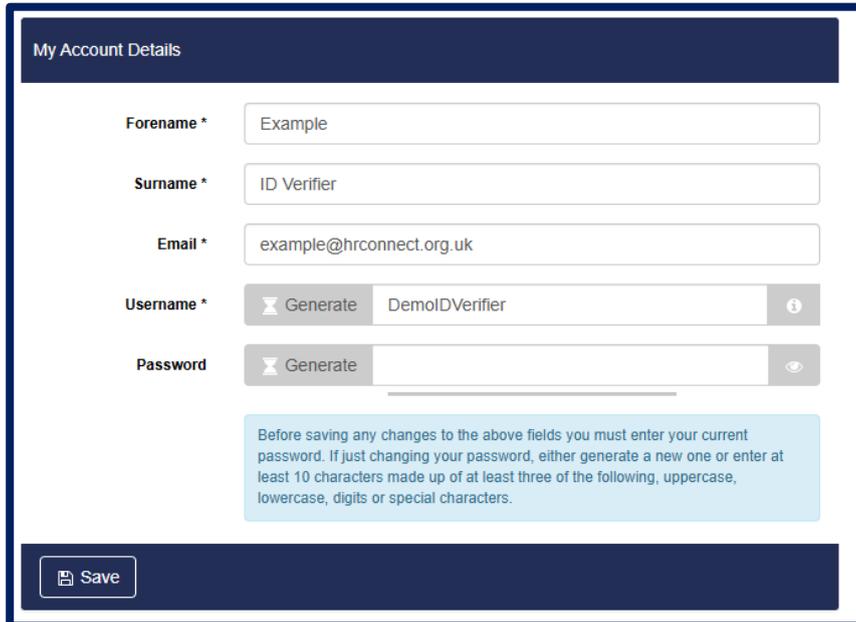


Fig 18. 'My Account' details.

3) Completing the DBS ID Verification Process

Once the applicant has submitted their section of application form, you will receive an automated email requesting that you to log into the system to complete the ID verification process. You will need to complete the identity verification whilst adhering to the DBS ID verification guidelines. A link to those guidelines can be found below:

[DBS Standard/Enhanced Verification Guidance](#)

[DBS Basic Verification Guidance](#)



As part of your role and responsibility as the ID verifier, you must:

- Follow the ID checking guidance.
- Make sure that any details of current passport, driving licence and national insurance number are included on the electronic application form. If the applicant has completed these fields, you will see the details in the 'Group 1'

documents fields. You should check the information entered by the applicant against the document(s) you are verifying - and make updates where required.

- Seek photographic identity documents (passport, driving licence, e-Visa or PASS card) in the first instance. This can be used to compare the applicant's likeness. Check and validate the information provided on the application form by the applicant.
- Check that the application form is completed in full and the information it contains is accurate. For example, that all addresses lived at in the last 5 years and names known by have been declared and are accurate. Failure to do this can result in delays in processing and the withdrawal of applications.
- Make sure the applicant fills in the address part of the form correctly if they have an unusual address, for example if they live abroad, in student accommodation or a hostel.
- Use a document type only once in the document count. For example, don't accept two bank statements as two of the required documents if they are from the same bank.
- Not alter or amend the application form without the knowledge or agreement of the applicant.



The identity checker cannot verify the identity of a relative or partner, people who live in the same house as them, or a personal friend.

3.1. 'Pending Applications' page

Once logged in, the options available to you from the navigation panel include:

- Editing your own account details via the 'My Account' page.
- Accessing the 'Pending Applications' page to carry out verifications of checks.
- Viewing the 'ID Verifier FAQ's'.

To view the list of applications requiring ID verification, you should select the 'Pending Applications' option from the navigation panel.

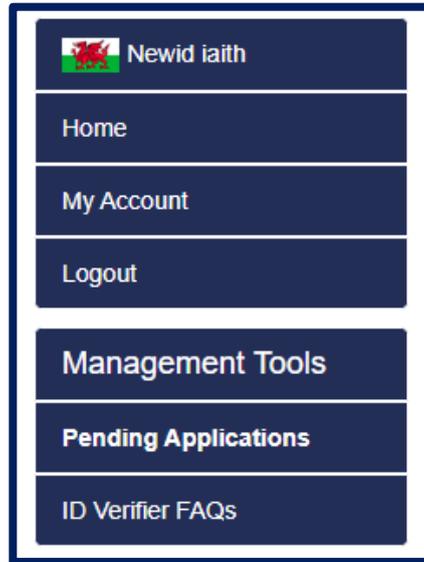


Fig 19. ID verifier navigation panel.



If you've been set up with a multi-access login, you will need to choose the 'ID Verifier' option from the role picker in the navigation panel. You cannot successfully complete the verification using the admin role assigned to your account. This will delay the application, and the form will need to be returned to you.

This page will display a list of those applicants where the ID verification is outstanding. To proceed with the verification of an application, you will need to click on the 'Verify' button (denoted by a green tick icon) under the 'Actions' column.

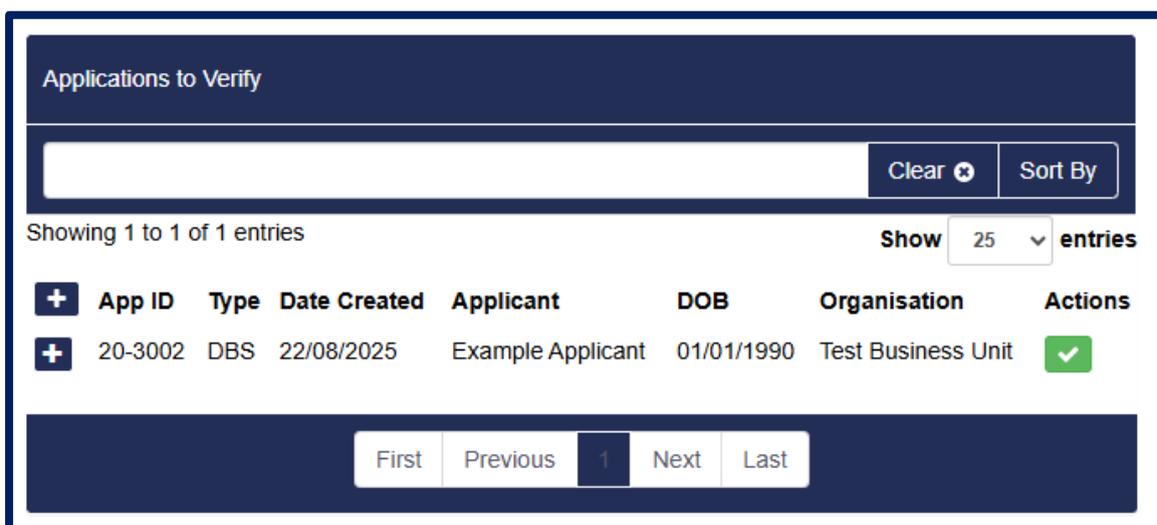


Fig 20. 'Pending Applications' page.

3.2. Applicant Details Summary

The next screen provides a preview of the details the applicant has entered to allow you to verify the ID against this information.

At the top of this screen, you will see a link to the ID verification guidance. **Please ensure you have reviewed these requirements, and you are aware of your responsibilities as the ID verifier prior to completing the verification.**

The applicant's name, date of birth, entered gender, position, NI number, surname at birth, place of birth and contact number will be displayed.

The identity verification of Applicants must be completed in line with DBS guidelines which can be found [here](#)

Identification Verification: Application 20-3014

Current Name	Mr Example Applicant
Date of Birth	01/01/1990
Gender	Male
Position Details	CHILD WORKFORCE Direct Salesperson in Test Business Unit
National Insurance Number	AB 123456 A
Surname at Birth	Smith (Used until 2021)
Place of Birth	Maidstone GB
Contact Number	03000111222
Are you a volunteer?	No
Working at home address?	No
Criminal Convictions	No

Fig 21. Applicant Details.

Below the overview of the information, the address history entered by the applicant will be displayed which will cover their full five-year address history.

Address History

The Applicant must provide a full and continuous address history covering the last five years - where possible you should seek documentation to confirm this address history.

You should cross-match the applicant's address history with any other information you have been given, such as their CV - this can highlight if an address has not been given, for example if the applicant's CV shows that they have worked in Liverpool in the last 5 years, but the application form shows only London addresses, you may wish to question the applicant.

Address	Type	Date From	Date Until
1, Abbey Wood Road, Kings Hill, West Malling, Kent, ME19 4YT, United Kingdom	Current	01/2010	08/2025

Fig 22. Address History.

The applicant will have completed their previous name history, recording all names by which they have been known by. You must check that this information is accurate, failure to do this can result in delays in processing and the withdrawal of applications.

Name History

You must ensure that the applicant declares all previous name changes, and provides documentary proof to support the change of name; if the applicant is unable to provide proof to support the change of name, you should hold a probing discussion with the applicant about the reasons why, before considering to validate their identity.

Type	Name	Used From	Used Until
Forename	Test	2024	2025

Fig 23. Name History.

Once the address and name histories along with the rest of the applicant details have been checked, you can proceed to input the verification option used and add the document selection details.

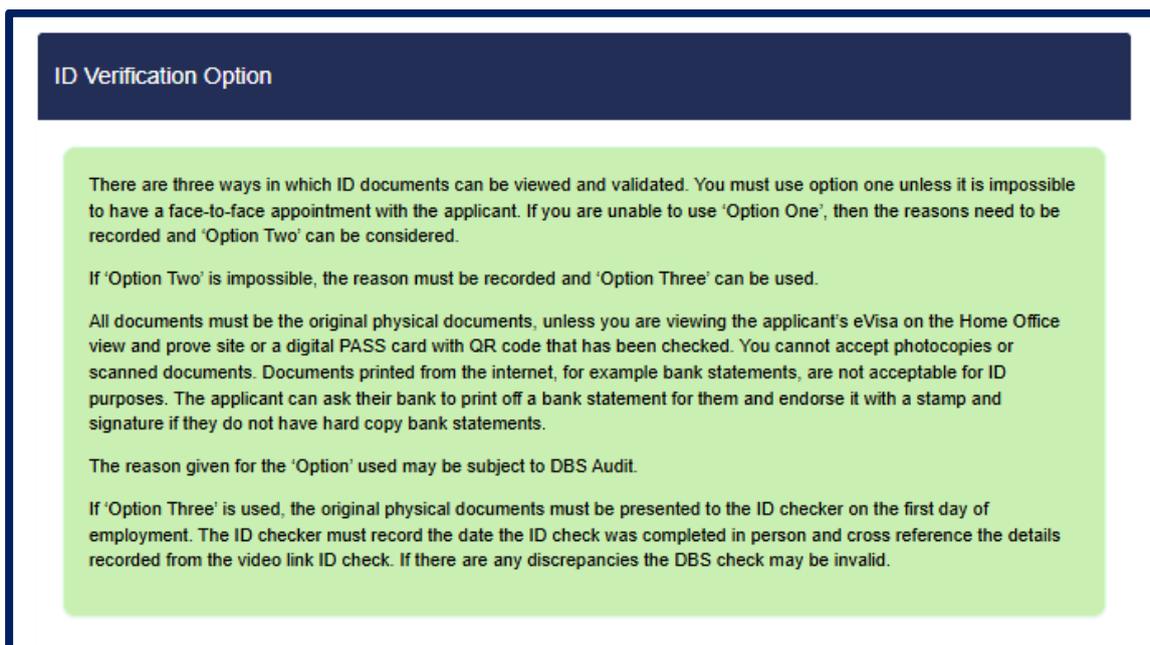
3.3. Verification Options

There are three ways in which ID documents can be viewed and validated - the DBS refer to this as the verification 'Option' used.

You must use option one unless it is impossible to have a face-to-face appointment with the applicant. If you are unable to use option one, the reasons need to be recorded and option two can be considered. If option two is impossible, the reasons must be recorded and option three can be used.

All documents must be physical documents, unless you are viewing the applicant's eVisa on the Home Office view and prove site or a digital PASS card with QR code that has been checked. You cannot accept photocopies or scanned documents. Documents printed from the internet, for example bank statements, are not acceptable for ID purposes. The applicant can ask their bank to print off a bank statement for them and endorse it with a stamp and signature if they do not have hard copy bank statements.

You will be presented with a tooltip onscreen to advise you on how to complete this section in line with the DBS guidance.



ID Verification Option

There are three ways in which ID documents can be viewed and validated. You must use option one unless it is impossible to have a face-to-face appointment with the applicant. If you are unable to use 'Option One', then the reasons need to be recorded and 'Option Two' can be considered.

If 'Option Two' is impossible, the reason must be recorded and 'Option Three' can be used.

All documents must be the original physical documents, unless you are viewing the applicant's eVisa on the Home Office view and prove site or a digital PASS card with QR code that has been checked. You cannot accept photocopies or scanned documents. Documents printed from the internet, for example bank statements, are not acceptable for ID purposes. The applicant can ask their bank to print off a bank statement for them and endorse it with a stamp and signature if they do not have hard copy bank statements.

The reason given for the 'Option' used may be subject to DBS Audit.

If 'Option Three' is used, the original physical documents must be presented to the ID checker on the first day of employment. The ID checker must record the date the ID check was completed in person and cross reference the details recorded from the video link ID check. If there are any discrepancies the DBS check may be invalid.

Fig 24. ID Verification Options - tooltip.

Below the tooltip, you will be presented with the three options on screen and will need to select the applicable option.

The DBS advise the following regarding the selection of the verification option:

- **Option one**

The ID check should be done in person, allowing the ID checker to view the physical

documents, or eVisa, or digital PASS card, in the presence of the individual.

If you cannot use option 1, please consider using digital identity verification before considering option 2.

- **Option two**

The ID checker can conduct the ID check via video link - for example Google Meet or FaceTime. In these circumstances the ID checker must be in possession of the physical documents. These can be posted to the ID checker in advance of the virtual call. Any risks identified when using live video must be assessed and mitigated by you. You must not rely on the inspection of the documents via a live video link, or by checking a faxed or scanned copy of the document.

If option two is used, you must keep a record of why option one was impossible, along with a record of the documents used to validate the identity, for a minimum of 2 years. The rationale must be specific to the individual ID verification, it is not acceptable to default to the use of options two or three. You should also consider using digital identity verification.

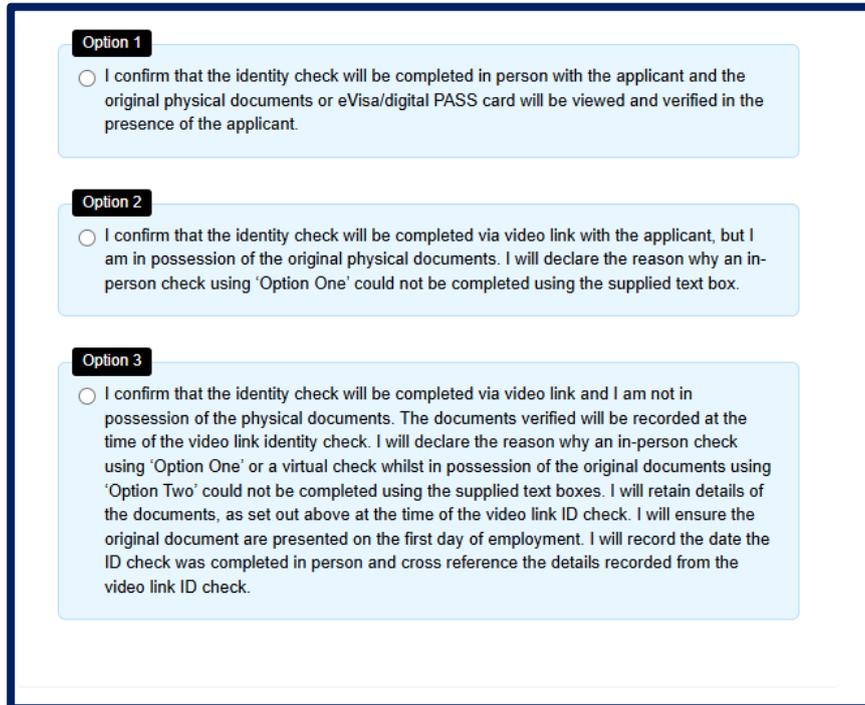
- **Option three**

The ID check can be completed via video link - for example Google Meet or FaceTime - without the ID checker being in physical possession of the ID documents. The details of the documents, as set out above, must be recorded and stored at the time of the video link ID check. The documents must be presented to the ID checker on the first day of employment. The ID checker must record the date the ID check was completed in person and cross reference the details recorded from the video link ID check. If there are any discrepancies the DBS check may be invalid.

If option three is used you must keep a record of why options one and option two were impossible, along with a record of the documents used to validate the identity, for a minimum of 2 years. The rationale must be specific to the individual ID verification, it is not acceptable to default to the use of options two or three as part of your process.



If you use option two or three, you will be required to record the reasons why option 1 could not be used. These responses are saved against the application and may be subject to DBS audits.



Option 1

I confirm that the identity check will be completed in person with the applicant and the original physical documents or eVisa/digital PASS card will be viewed and verified in the presence of the applicant.

Option 2

I confirm that the identity check will be completed via video link with the applicant, but I am in possession of the original physical documents. I will declare the reason why an in-person check using 'Option One' could not be completed using the supplied text box.

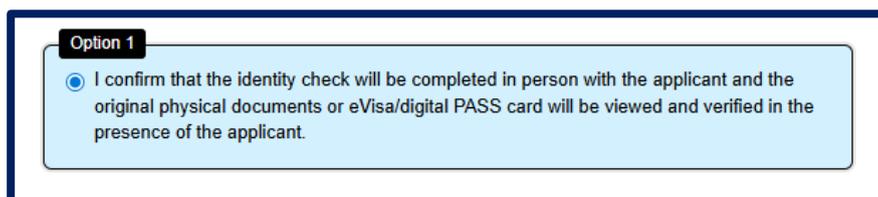
Option 3

I confirm that the identity check will be completed via video link and I am not in possession of the physical documents. The documents verified will be recorded at the time of the video link identity check. I will declare the reason why an in-person check using 'Option One' or a virtual check whilst in possession of the original documents using 'Option Two' could not be completed using the supplied text boxes. I will retain details of the documents, as set out above at the time of the video link ID check. I will ensure the original document are presented on the first day of employment. I will record the date the ID check was completed in person and cross reference the details recorded from the video link ID check.

Fig 25. ID Verification Options - selection.

If option one is being used, where you are completing the verification in the presence of the applicant and you are in possession of the physical documents, you will need to select this option by clicking on the blue box presented under 'Option 1'.

The DBS advise that 'If you cannot use option 1, please consider using digital identity verification before considering option 2.'



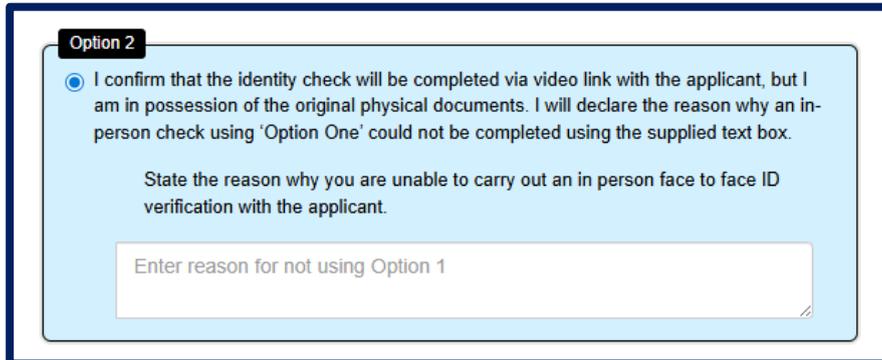
Option 1

I confirm that the identity check will be completed in person with the applicant and the original physical documents or eVisa/digital PASS card will be viewed and verified in the presence of the applicant.

Fig 26. ID Verification Options - 'Option 1' selection.

If option two is being used, where you are completing the verification via video link, but you are in possession of the physical documents, you will need to select this option by clicking on the blue box presented under 'Option 2'.

You will need to confirm the reason why option one could not be used in the box indicated. This is a mandatory field and may be subject to DBS audit.



Option 2

I confirm that the identity check will be completed via video link with the applicant, but I am in possession of the original physical documents. I will declare the reason why an in-person check using 'Option One' could not be completed using the supplied text box.

State the reason why you are unable to carry out an in person face to face ID verification with the applicant.

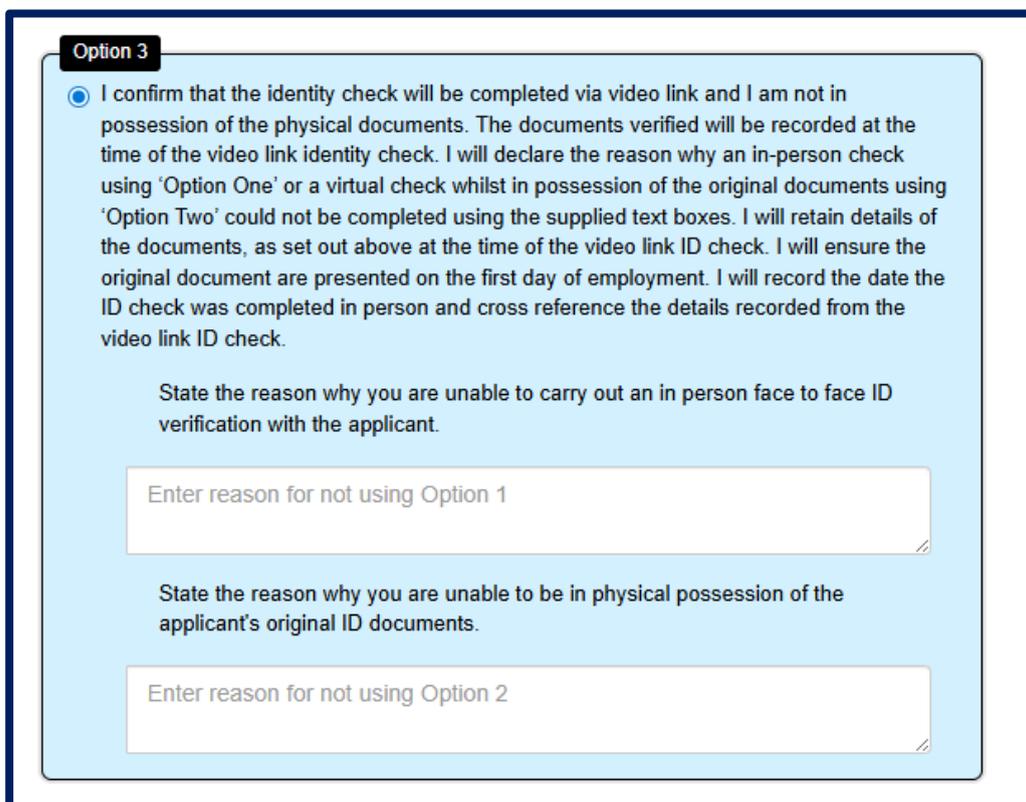
Enter reason for not using Option 1

Fig 27. ID Verification Options - 'Option 2' selection and input field.

If option three is being used to complete the verification, where you are completing the verification via video link, but you **are not** in possession of the physical documents, you will need to select this option by clicking on the blue box presented under 'Option 3'.

You will need to confirm the reason why option one could not be used in the box indicated. This is a mandatory field and may be subject to DBS audit.

You will also need to confirm the reason why option two could not be used in the box indicated. This is a mandatory field and may be subject to DBS audit.



Option 3

I confirm that the identity check will be completed via video link and I am not in possession of the physical documents. The documents verified will be recorded at the time of the video link identity check. I will declare the reason why an in-person check using 'Option One' or a virtual check whilst in possession of the original documents using 'Option Two' could not be completed using the supplied text boxes. I will retain details of the documents, as set out above at the time of the video link ID check. I will ensure the original document are presented on the first day of employment. I will record the date the ID check was completed in person and cross reference the details recorded from the video link ID check.

State the reason why you are unable to carry out an in person face to face ID verification with the applicant.

Enter reason for not using Option 1

State the reason why you are unable to be in physical possession of the applicant's original ID documents.

Enter reason for not using Option 2

Fig 28. ID Verification Options - 'Option 3' selection and input fields.

3.4. Verification Routes

Once the verification option has been selected, the ID verification banner at the top of the page will be updated, and you will be permitted to proceed with the completion of the verification.

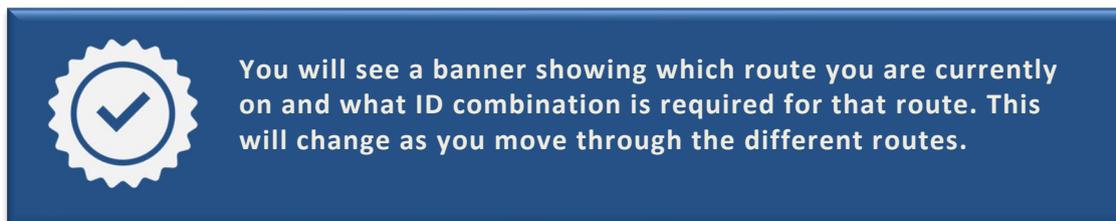


Fig 29. ID Verification banner.

3.4.1. Standard/Enhanced Checks

For 'Standard' or 'Enhanced' checks, there are three routes available to verify the identity of the applicant - this is known as the three route ID checking process. You must use route 1 where possible. You can only move on to route 2 if the applicant is unable to present the documents needed in route 1.

All verifications must be completed in line with the DBS guidance.

Route 1

The applicant must be able to show:

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

The combination of documents presented must confirm the applicant's name and date of birth.

Route 2

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

The organisation conducting the ID check must then also use an appropriate external ID verification service to check the application.

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
- two further documents from either Group 2a or 2b

The combination of documents presented must confirm the applicant's name and date of birth.

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, Isle of Man and Channel Islands)
- one document from Group 2a
- three further documents from Group 2a or 2b

The combination of documents presented must confirm the applicant's name and date of birth.

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

3.4.2. DBS Basic Checks

For 'Basic' checks, there are two routes available to verify the identity of the applicant - this is known as the two route ID checking process. You must use route 1 where possible. You can only move on to route 2 if the applicant is unable to present the documents needed in route 1.

All verifications must be completed in line with the DBS guidance.

Route 1

The applicant must be able to show the following:

- 1 document from Group 1, below; and
- 1 further document from either Group 1, or Group 2a or 2b, below

The combination of documents presented must confirm the applicant's name and date of birth. If this can't be achieved within 2 documents a third can be selected. The applicant should have their identity validated using Route 1. If an applicant can't provide Route 1 documents, Route 2 may be used once the ID checker is satisfied there's a valid reason following a discussion with the applicant.

Route 2

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

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

The combination of documents presented must confirm the applicant's name and date of birth.

If an applicant is unable to provide this documentation they can't submit an application for a DBS basic check.

3.5. Document Groups

The document groups are mirrored across Standard/Enhanced and DBS Basic check types.

3.5.1. Group 1



ID Verification: Group 1		
<input type="checkbox"/>	Passport 	
<input type="checkbox"/>	e-Visa 	
<input type="checkbox"/>	Biometric residence permit 	
<input type="checkbox"/>	Application Registration Card (ARC) 	
<input type="checkbox"/>	Current driving licence photocard - (full or provisional) 	
<input type="checkbox"/>	Birth certificate - issued within 12 months of birth	
<input type="checkbox"/>	Adoption certificate	

[Click here if the Applicant does not have any documents from Group 1](#)

Fig 30. Group 1 Documents.

3.5.2. Group 2a

ID Verification: Group 2a

<input type="checkbox"/> Non UK current driving licence photocard - (full or provisional). ?	<input type="checkbox"/> Immigration document, visa or work permit. ?
<input type="checkbox"/> Current driving licence (full or provisional) - paper version (if issued before March 2000) ?	<input type="checkbox"/> HM Forces ID card or HM Armed Forces Veteran Card ?
<input type="checkbox"/> Birth certificate - issued after time of birth. ?	<input type="checkbox"/> Firearms licence ?
<input type="checkbox"/> Marriage/civil partnership certificate. ?	

Fig 31. Group 2a Documents.

3.5.3. Group 2b

ID Verification: Group 2b

<input type="checkbox"/> Mortgage statement ?	<input type="checkbox"/> Benefit statement, for example Child Benefit, Pension ?
<input type="checkbox"/> Bank or building society statement ?	<input type="checkbox"/> Central or local government, government agency, or local council document giving entitlement, for example from the Department for Work and Pensions, the Employment Service, HMRC ?
<input type="checkbox"/> Non UK Bank or building society statement ?	<input type="checkbox"/> HMRC self-assessment letters or tax demand letter ?
<input type="checkbox"/> Bank or building society account opening confirmation letter ?	<input type="checkbox"/> European Health Insurance Card (EHIC) or Global Health Insurance Card (GHIC) ?
<input type="checkbox"/> Credit card statement ?	<input type="checkbox"/> EEA National ID card ?
<input type="checkbox"/> Financial statement, for example pension or endowment ?	<input type="checkbox"/> Irish Passport Card ?
<input type="checkbox"/> P45 or P60 statement ?	<input type="checkbox"/> Cards carrying the PASS accreditation logo ?
<input type="checkbox"/> Council Tax statement ?	<input type="checkbox"/> Letter from head teacher, college principal, apprenticeship provider ?
<input type="checkbox"/> Letter of sponsorship from future employment provider ?	
<input type="checkbox"/> Utility bill ?	

Fig 32. Group 2b Documents.

3.6. Recording Document Types and Document Details

The DBS guidance states that organisations must:

Keep a record of the documents used to validate each identity for a minimum of 2 years. This is in line with compliance activity carried out by DBS. DBS will ask for records of documents checked as part of ID verification as part of this process. Documents can be recorded as copies of physical documents or PDF evidence of eVisa. If it is not possible to keep copies you should record:

- *document type,*
- *country of issue*
- *any expiry date,*
- *any reference numbers, and*
- *notes if there were any discrepancies discussed as part of the ID verification process.*

The documents entered onto the EmploymentCheck system will be retained for 2 years after an application is archived. You are required to select the document type and complete the document details for all documents used for the verification.

Tooltips are presented next to all document types, these tooltips provide additional information relating to the ID verification document such as the validity criteria. Click on the icon next to each document to view the tooltip.



Fig 33. Document tooltip icon.

Passport 

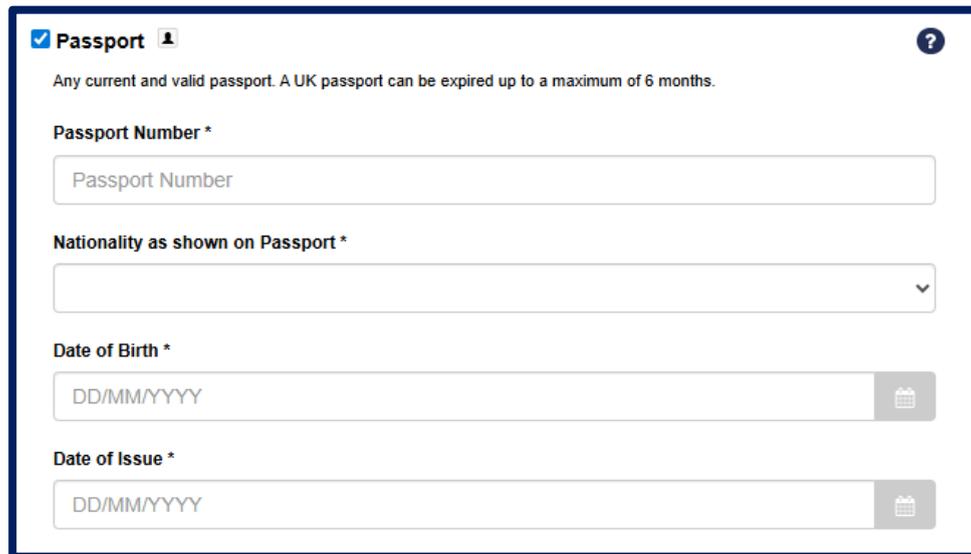
Any current and valid passport. A UK passport can be expired up to a maximum of 6 months.

Fig 34. Example document type - passport.

Once you have selected the document type, the details fields will be displayed. Mandatory fields will be denoted with an asterisk.

To select a document type, click on the tick box next to the document. You will be required to enter the document details which will be saved against the application and recorded within the applicant history.

You must add all documents which have been used to fulfil the route requirements for the verification, you will not be able to submit the form if mandatory fields have not been completed or the route requirements have not been met.



Passport ⓘ ?

Any current and valid passport. A UK passport can be expired up to a maximum of 6 months.

Passport Number *

Nationality as shown on Passport *

Date of Birth *

Date of Issue *

Fig 35. Example document type - passport input fields.

The fields on the online application form are validated to prevent invalid data entry. The system will highlight data exception errors such as mandatory fields or invalid data entries e.g. invalid date of issue. Erroneous fields will be highlighted in red, and an error message will be presented.

The ID verification banner which is displayed at the top of the page will be dynamically updated based on the documents selected and will advise of the outstanding route requirements to complete the verification.

In the first instance, Route 1 will be presented.

If the applicant cannot provide sufficient ID to meet Route 1, you should click on the 'Click here if the Applicant does not have any documents from Group 1' button.

[Click here if the Applicant does not have any documents from Group 1](#)

Fig 36. 'Click here if the Applicant does not have any documents from Group 1' button.

The following section differs between the Standard/Enhanced check type and the Basic check type.

3.6.1. Standard/Enhanced – Route 2 External ID Check

The external ID check which is conducted via Experian is only required for Route 2/3 for 'DBS Standard'/'DBS Enhanced' disclosures. This is not offered for 'DBS Basic' checks.

Once you click on the button shown above, this will then display the relevant ID groups for Route Two including an external ID check.

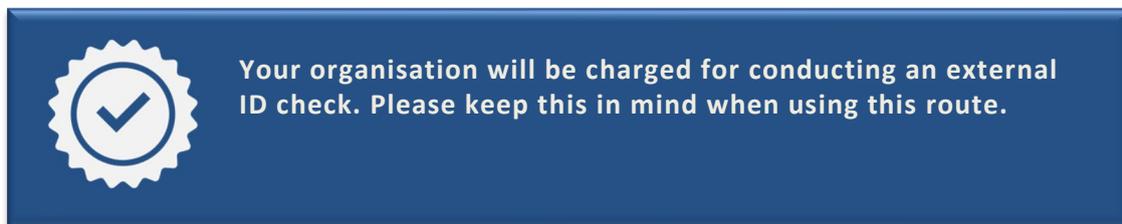
External ID Verification

As part of Route Two, it is a requirement that the Registered Body pursue an external ID validation check to HMG Level 2 (Remote) standards so as to establish the applicant's name and living history footprint. Your Registered Body will be charged for this check.

To complete an external ID validation check, please click on 'Verify Identity' below. Please note that by using this service, you are agreeing to the Experian Terms and Conditions which can be found [here](#).

Verify Identity

Fig 37. External ID check button.



If the external ID check which is completed via Experian is not successful in establishing the identity of the applicant, the application will be routed to route 3, where additional documents will be requested.

3.7. Submission

Once the requirements for the verification route have been fulfilled, the banner at the top of the page will turn green to confirm that the ID verification route has been completed. The system will prevent the selection of additional ID documents.

Finally, you will need give your declaration to confirm that you have checked the applicant details and their supplied documentation. You need to actively agree to the declaration statements by clicking on the declaration to confirm that the information provided in support of the application is complete and true.

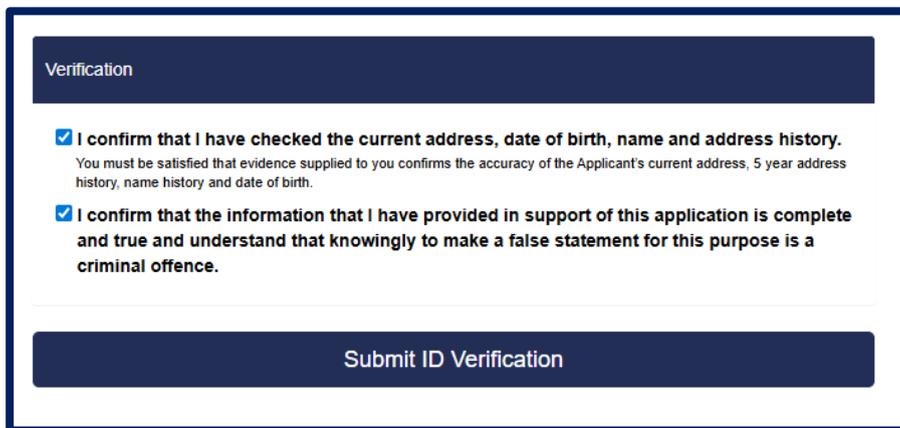
Verification

I confirm that I have checked the current address, date of birth, name and address history.
You must be satisfied that evidence supplied to you confirms the accuracy of the Applicant's current address, 5 year address history, name history and date of birth.

I confirm that the information that I have provided in support of this application is complete and true and understand that knowingly to make a false statement for this purpose is a criminal offence.

Fig 38. ID Verifier declaration statements.

Once the ID verification has been completed, click on the 'Submit ID Verification' button as below. This will pass the completed application to your organisation to submit this via E-bulk to the DBS.



The screenshot shows a verification form with a dark blue header labeled 'Verification'. Below the header, there are two checked checkboxes with their respective text. The first checkbox states: 'I confirm that I have checked the current address, date of birth, name and address history. You must be satisfied that evidence supplied to you confirms the accuracy of the Applicant's current address, 5 year address history, name history and date of birth.' The second checkbox states: 'I confirm that the information that I have provided in support of this application is complete and true and understand that knowingly to make a false statement for this purpose is a criminal offence.' At the bottom of the form is a large dark blue button labeled 'Submit ID Verification'.

Fig 39. 'Submit ID Verification' button.

A message will appear onscreen to confirm that the check has been progressed.

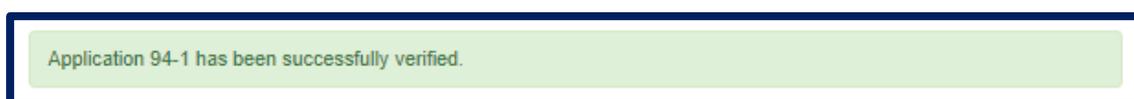


Fig 40. ID verification completed message.

4) Verification Reminder Emails

ID verifiers are required to complete the ID verification promptly to prevent any potential delays receiving the disclosure result which could then impact an individual's start date of employment.

If the identity verification is not completed within the timescales set by your organisation, automated reminder emails will be sent by the system to you until the ID verification has been completed.

These reminders will continue to be triggered until the verification is progressed. If you are assigned as the ID verifier for an application that is no longer required, please contact your representative.