



UK Criminal Record (Standard & Enhanced, England and Wales) Identity Check Guide

Verifile has been asked to undertake a standard or enhanced level criminal check, via the Disclosure and Barring Service for you. You are required to provide this form along with a combination of documents to the organisation that has given you this form.

Please carefully follow the instructions:

1. Choose which original documents you will present and tick next to each.
2. Take this form and your original documents (no photocopies) to the organisation that has given you this form.

Please note:

- Your identity check may be undertaken via live video call in which case the person undertaking the identity check will still need to see your original documents so you will be asked to send these to them in advance of the call.
- You may be asked to fill in an online form to provide further information and consent for this check.

Document Combinations

UK & EEA Nationals Only

Route 1

You need to present three different documents that include your current full name, current address and date of birth. At least one document must show your address.

Please choose one document from Group 1.

Please choose two further documents from either Group 1, Group 2a or 2b.

Route 2 - You can only use this route if you cannot provide documents for Route 1.

You need to present three different documents that include your current full name, current address and date of birth. At least one document must show your address. You will also be required to have an electronic ID verification check.

Please choose one document from Group 2a.

Please choose two further documents from Group 2a or 2b.

If you are an EEA national who has been resident in the UK for 5 years or less you may need to be fingerprinted if you cannot provide the documents that Route 2 requires.

Route 3 - You can only use this route if you cannot provide documents for Routes 1 or 2.

EEA nationals who have been resident in the UK for 5 years or less cannot use Route 3.

You need to present five different documents that include your current full name, current address and date of birth. At least one document must show your address.



Please provide a birth certificate issued after the time of birth (UK, Isle of Man and Channel Islands).

Please choose one document from Group 2a.

Please choose three further documents from Group 2a or 2b.

Non-UK & EEA Nationals Only

Paid Work

You need to present three different documents that include your current full name, current address and date of birth. At least one document must show your address.

Please choose one document from Group 1a.

Please choose two further documents from Group 1, 2a or 2b.

Voluntary Work (Route 1)

You need to present three different documents that include your current full name, current address and date of birth. At least one document must show your address. You may need to be fingerprinted if you cannot provide the documents that Route 1 requires.

Please choose your one document from Group 1.

Please choose two further documents from either Group 1, Group 2a or 2b.

Document Groups

Group 1	Please tick
Current and valid passport (any country)	
UK biometric residence permit	
Current driving licence photocard (UK, Isle of Man, Channel Islands and EEA only, Full or provisional)	
Birth certificate – issued within 12 months of birth (UK, Isle of Man, Channel Islands and UK authorities overseas)	
Adoption certificate (UK and Channel Islands)	
<i>Please note: A passport or biometric residence permit can only be used as a supporting document if it's not already been used as a Group 1a document.</i>	

Group 1a	Please tick
A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.	
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.	
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 Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence	
A Certificate of Application issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old 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.	

Group 2a	Please tick
Current and valid driving licence photocard (any country outside the EEA excluding Isle of Man and Channel Islands, Full or provisional)	
Current and valid driving licence (Old style paper version issued before 1998) - (UK, Isle of Man, Channel Islands and EEA only, Full or provisional)	
Birth Certificate - issued after the time of birth (UK, Isle of Man and Channel Islands only)	
Marriage / Civil Partnership Certificate (UK and Channel Islands only)	
Immigration document, visa or work permit (Issued by a country outside of 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)	
Fire Arms Licence (UK, Channel Islands and Isle of Man only)	

Group 2b	Please tick
Mortgage Statement (UK or EEA only) issued in the last 12 months	
Bank/Building Society Statement (UK and Channel Islands or EEA only) issued in the last 3 months	
Bank/Building Society Statement (countries outside the EEA) issued in the last 3 months and branch must be in the country where the applicant lives and works	
Bank/Building Society account opening confirmation letter (UK only) issued in the last 3 months	
Credit Card Statement (UK or EEA only) issued in the last 3 months	
Financial Statement (e.g. Pension, Endowment; UK only) issued in the last 12 months	
P45/P60 Statement (UK and Channel Islands) issued in the last 12 months	
Council Tax Statement (UK and Channel Islands) issued in the last 12 months	
Letter of sponsorship from future employment provider (Non-UK or non-EEA only - valid only for applicants residing outside of the UK at time of application. This must still be valid.)	
Utility Bill (UK only) (Not Mobile Telephone) issued in the last 3 months	
Benefit statement (e.g. Child Allowance, Pension; UK only) issued in the last 3 months	
A document from central or local government / government agency / local authority giving entitlement (UK and Channel Islands only) issued in the last 3 months	



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EEA National ID Card (must be valid)	
Irish Passport Card (must be valid, cannot be used with an Irish passport)	
Cards carrying the PASS accreditation logo (UK, Isle of Man and Channel Islands only, must be valid)	
Letter from Head Teacher or College Principal (16-19 year olds in full time education, to be used in exceptional circumstances, UK only)	

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