

# Checklist for the DBS process

As part of their application process, certain organisations may need to check the identity of any applicants by conducting a DBS check. During this process, applicants will need to provide a range of ID documents. To help ensure you have received the correct forms of documentation, we've created a basic process for you to follow.

Accept valid, current and original documentation	 
Do not accept photocopies	
Do not accept documentation printed from the internet e.g. internet bank statements	
Identity information for the applicant's name, date of birth and address must be validated	
Seek documents with photographic identity (e.g. passport, new style driving licence, etc.) and compare against the applicant's likeness	
All documents must be in the applicant's current name	
One document must confirm the applicant's date of birth	
Obtain all previous name changes, and documentary proof to support the change of name	
Obtain at least one document to confirm current address, in accordance with the guidance	
Obtain a full and continuous address history covering the last five years. Where possible seek documentation to confirm this address history	
Cross-match the address history with any other information provided as part of the recruitment, such as a Curriculum Vitae (CV). This can highlight if an address has not been given	
Do not accept the foreign equivalent of an identity document if that document is listed as '(UK)' on the list of valid identity documents	

**By understanding the basic process and things to request and look out for,  
you will aid safer recruitment.**

[www.gov.uk](http://www.gov.uk)

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[www.virtual-college.co.uk/courses/safeguarding-courses](http://www.virtual-college.co.uk/courses/safeguarding-courses)