

### Changes to Identity Checking Guidelines.

DBS have recently implemented new ID guidelines, this was introduced 2<sup>nd</sup> October, giving WCC 3 months to put this into practise. The new process involves checking an applicant's Right to Work/Eligibility to work in the UK before progressing with a DBS application. When processing a new DBS, the identity checker must first of all check that the applicant has provided evidence of Right to Work.

Typically documents that satisfy Right to Work checks are:

- UK Passport
- Non EU Passport with appropriate Visa details
- Full Birth certificate (UK only and must contain parents details) **with** Proof of National Insurance (Not a National Insurance card) documents such as P45, P60, letter from HMRC etc.

A full list of acceptable evidence of Right to Work can be found on this link:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/378926/employers\\_right\\_to\\_work\\_checklist\\_november\\_2014.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/378926/employers_right_to_work_checklist_november_2014.pdf)

Further details regarding Right to Work checks and other documents to be provided can be found below;

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/638349/Employer\\_s\\_guide\\_to\\_right\\_to\\_work\\_checks\\_-August\\_2017.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/638349/Employer_s_guide_to_right_to_work_checks_-August_2017.pdf)

The enhancement is being introduced so that DBS's identity checking process is aligned with right to work checks. These state that employers must prevent illegal working in the UK by carrying out document checks on people before employing them to make sure they are allowed to work.

If you are processing a DBS for a new starter, please ensure you: copy, verify and sign Right to Work documents only. Right to Work documents must be saved onto the employee's file.