**Choosing the appropriate ID verification route**

This document will assist you in determining which route should be used when verifying the identity of DBS applicants.

More information on the routes of ID verification can be found here: <https://www.gov.uk/government/publications/dbs-identity-checking-guidelines/id-checking-guidelines-for-dbs-check-applications>

**Diagrams to establish eligibility for a DBS Disclosure**

**Diagram A**

**For applicants who are in a paid role**

**Diagram B**

**For applicants who are in voluntary role**

**Diagram A**

Is the individual being offered the role an EEA national?

No

No

**Finalise and submit the application**

Yes

Yes

No

Use Route 1 to confirm identity.

Has identity been confirmed?

Yes

Yes

Yes

Yes

No

No

No

Mark box W59 on DBS application with a NO.

Use Route 3 to confirm identity.

Has identity been confirmed?

Use Route 2 to confirm identity.

Has identity been confirmed?

No

Use Route 1 to confirm identity.

Has identity been confirmed?

Mark box W59 on DBS application with a NO.

Use Route 2 to confirm identity.

Has identity been confirmed?

Yes

Use only Route only for applicant’s who are not a national of the UK or the EEA.

Has identity been confirmed?

A DBS application cannot be submitted for this individual.

Yes

Is the individual an EEA national (non UK) who has been resident in the UK for less than 5 years?

No

**Diagram B**

Is the individual being offered the role an EEA national?

No

Mark box W59 on DBS application with a NO.

Use Route 2 to confirm identity.

Has identity been confirmed?

Use Route 3 to confirm identity.

Has identity been confirmed?

Yes

Yes

No

Mark box W59 on DBS application with a NO.

Yes

Use Route 1 to confirm identity.

Has identity been confirmed?

**Finalise and submit the application**

Yes

No

Use Route 1 only to confirm identity.

Has identity been confirmed?

Yes

No

No