



Manual ID checking guide



This is a quick guide for DBS administrators/recruiters for manual ID checking. This guide explains what is required for a manual ID check and gives suggestions for the documentation needed to carry out an ID check.

When to do a manual ID check:

On 31:8, the ID check can be completed only after the application stage has been completed by the applicant. If the Digital ID check method is not suitable or is not possible for the applicant, the manual ID check method is the alternative option.

App Created:	05/05/2026
Check ID:	Incomplete

How does a manual ID check work:

The applicant and the recruiter/verifier must arrange to meet in person.

The applicant must bring along their original documents, and these will be viewed by the recruiter/verifier.

The documents must be originals, not digital versions or photos. If the applicant is struggling to get an original bank statement/utility bill etc, they can request a posted version from their supplier.



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Where is the information recorded?

The recruiter/verifier will check the documents and input the relevant information on the 31:8 E-bulk system at the same time. The manual ID check method is selected as the method.

- ☒ **Complete the ID check manually using original documents provided by the applicant**
SELECT THIS OPTION IF YOU HAVE CARRIED OUT THE ID CHECK MANUALLY USING DOCUMENTS PROVIDED BY THE APPLICANT

The combination of **three** documents presented must confirm the applicant's name and date of birth. Seek photographic identity documents (passport, driving licence etc) in the first instance. This can be used to compare the applicant's likeness.

GROUP 1 DOCUMENT

-- select --

DOCUMENT 2

-- select --

DOCUMENT 3

-- select --

DATE OF BIRTH CHECKED

No

ID VALIDATION METHOD

--select--



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What documents can be used? Route 1 Use a document type only once in the document count. **The combination of documents presented must confirm the applicant's name and date of birth.**

Must present one of the following documents (from Group 1)	<u>AND</u> must present two of the following documents (from Group 1, 2a and 2b)
Current Valid Passport (UK passport can be expired up to a maximum of 6 months)	Current Driving Licence (UK/Isle of Man/Channel Islands) Birth Certificate (UK and Channel Islands) Marriage/Civil Partnership Certificate (UK and Channel Islands) Bank Statement (from last 3 months) P45 or P60 (from last 12 months) Council Tax bill (from last 12 months) Utility Bill (from last 3 months) Pension Statement (from last 12 months)
Current Driving Licence (UK/Isle of Man/Channel Islands) photocard – full or provisional	Birth Certificate (UK and Channel Islands) Marriage/Civil Partnership Certificate (UK and Channel Islands) Mortgage statement (from last 12 months) Bank Statement (from last 3 months) P45 or P60 (from last 12 months) Council Tax bill (from last 12 months) Utility Bill (from last 3 months) Pension Statement (from last 12 months)
Birth Certificate (UK and Channel Islands) original birth certificate issued within 12 months of birth	Marriage/Civil Partnership Certificate (UK and Channel Islands) Mortgage statement (from last 12 months) Bank Statement (from last 3 months) P45 or P60 (from last 12 months) Council Tax bill (from last 12 months) Utility Bill (from last 3 months) Pension Statement (from last 12 months)



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For Further details on the types of documents that can be presented, please refer to the government website <https://www.gov.uk/government/publications/dbs-identity-checking-guidelines/id-checking-guidelines-for-standardenhanced-dbs-check-applications-from-22-april-2025#the-3-route-id-checking-process>

There is further information detailed within the “[guidance on checking documents section](#)” of the guidelines in relation to checking for indicators of fraud.

You must use route 1 where possible. You can only move to route 2 if the applicant is unable to present the documents needed in route 1. If the applicant is not able to use route 1, please click ‘NEXT ROUTE’, at the bottom of the screen. Follow the instructions on the page to complete the ID check via route 2.

