



## Why do we need ID?

A DBS (Disclosure and Barring Service) is a process to find out if someone has a criminal record and an important requirement for this role. Alongside a DBS we also need additional ID to make you compliant to work within our services.

We need to evidence your photo ID, name ID and address ID. We need to see 3 pieces of original ID (no photocopies), they must all be in the same name. If you already have a DBS, please bring your DBS Certificate to interview too.

## Who needs to verify this?

All ID should be brought to interview so we can verify in person; if you have some ID missing at the time of interview but have enough to activate the DBS please bring as DBS's can take a while to return and this may hold up your application. Please note you will not be able to start work until we do have all other necessary ID as detailed below.

If the interview is virtual or as an alternative so we can activate your DBS, you can visit your nearest post office for ID to be seen and verified (<https://www.postoffice.co.uk/identity>), you will need to ask for a Verification Certificate and once obtained it can be emailed to: [jobs@compasscommunity.co.uk](mailto:jobs@compasscommunity.co.uk)



## Which ID should I provide?

You must provide 3 items from those listed below, and must have at least one item from each list.

### List 1 (All must be in date)

All of these must be in date

- Passport
- Current Driving License Photo card - Must be issued in the UK/EU/Isle of Man/Channel Islands
- Birth Certificate - Issued within 12 months of birth in the UK or Channel Islands
- Adoption Certificate - Issued in the UK or Channel Islands
- Biometric Residence Permit - UK

### List 2

Must be dated in last 3 months and include current address

- Utility bill, bank/credit card statement
- Bank account opening letter, Government/HMRC letter

Must be dated in last 12 months and include current address

- Council Tax bill
- Mortgage statement
- P45/P60/Pension statement
- Utility bill, bank/credit card statement
- Bank account opening letter, Government/HMRC letter



## What if my name has changed?

If you have changed your name, please provide evidence of name change, e.g. a deed poll, or if you have married, your birth certificate and marriage certificate, decree absolute to evidence divorce.



## I've lost my birth certificate?

You can order a replacement birth certificate here: <https://www.gov.uk/order-copy-birth-death-marriage-certificate>