

Guide for requests relating to ID documents from FDIT (Fraud Detection and Investigation Team)

FDIT have recently been reviewing their processes, particularly in terms of our communications with Registered Bodies and Umbrella Services in respect of requests for ID documents. We have acted on feedback and learnt from experiences that this guidance needed a refresh to ensure we provide clarity in our messaging.

As part of the processing of a Disclosure application it is often the case that the applicant's details and or ID documents match against intelligence that we hold which subsequently requires further investigation. To ensure that safeguarding is paramount, and the Disclosure certificate is accurate, we therefore need to make additional enquiries to re-validate this information and your assistance is really appreciated in this process.

DBS have ID guidance which has been produced to support you with ID checking **and** requests you may receive from the FDIT team to supply documents.

In the instance that FDIT contact you and request documentation e.g. passport, driving licence photo ID the documents need to be scanned and emailed to FDIT2@dbs.gov.uk; photocopies are also acceptable but not photographed images as, from experience, the image can become distorted or cannot be fully examined due to angle or light variances.

To reiterate, the images of documents need to be clear and in colour so they can be re-validated. The processes that govern this are GDPR compliant.

To enable us to progress cases as quickly and efficiently as possible, it's important that documents are clear, in colour, and the correct size.

The following examples show:

- which parts of each identity document are required
- how the documents should look in terms of colour, size and clarity

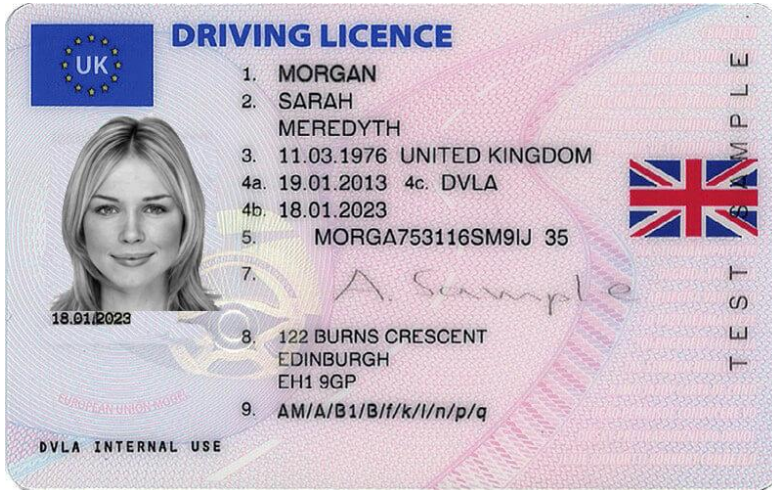
(B) Front cover



Driving Licence

Parts required: Front (A) and back (B)

(A) Front



(B) Back

