Digital Pre-employment Checks Guide

As part of the pre-employment checks, we are required to verify each candidate's identity and/or their right to work in the UK and qualifications or professional registration essential to the post. We do this in accordance with the Home Office legislation, Disclosure and Barring Service (DBS) guidance and NHS Employers' guidance. If you are unable to provide these documents your start date may be delayed and may result in us being unable to proceed with your offer of employment.

Here at the NHS Health Research Authority (HRA) we use an encrypted digital pre-employment checking tool called Amiqus, which will allow you to submit your information and documents safely and securely online. If you are unable to satisfy the requirements of the digital routes, an offline check (in-person) may be required. Although this will not be viewed negatively, it may increase the time required to complete your pre-employment checks.

Please note that all candidates must complete a Photo ID verification and Identity report via Amiqus if you wish to follow the Digital Pre-employment checks route.

This document has been designed to help you provide the documents we need to complete your request. Please read each section carefully to understand which documents you need to provide to complete your checks.

Tips to help you complete your checks

- All documents provided must be original, valid and in date (if applicable) to be accepted.
- Online documents can be accepted.
- Passports must be signed.
- All images/documents must be clear and legible. We cannot accept images which are blurred or details are obscured.
- Both Trac and Amiqus should be in your current legal name.
- All documentation provided must be in your current legal name/gender.
    - Documents can only be accepted in a different name/gender if provided in conjunction with evidence of the name/gender change such as marriage or civil partner certificate, decree absolute or civil partnership dissolution certificate, deed poll certificate or gender recognition certificate.
    - Your Right to Work must be in your legal name regardless of evidence of the name/gender change (except in exceptional circumstances such as when using a Birth Certificate).
    - A current passport must be in your current legal name regardless of evidence of the name/gender change.
- When filling in your current legal name, ensure spelling is correct and any middle names are included.
- If you use a preferred name at work, this can be entered into the Electronic Staff Record at a later time under the preferred name section. All pre-employment checks must be completed in your current legal name.

The information provided in this guidance is not exhaustive. For further advice, please contact hra.hrqueries@nhsbsa.nhs.uk where we will be happy to help you.

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Verification of right to work in the UK

To confirm that you have the legal right to work in the UK, please follow one of the following three routes.

1. Identity Validation Technology (IDVT) Right to Work check

If you have a British or Irish passport you can complete your right to work check using an IDVT check providing the document is in date and signed. There are 2 confidence levels of this check and we will always ask you to complete the high confidence first and only move to medium confidence if high confidence is not possible.

The high confidence request will involve the following steps:

- Downloading the Amiqus app
- Using your Smartphone scan the NFC chip in your passport
- Take a photograph of the passport
- Take a video of yourself for facial comparison

Full instructions will be provided in your Amiqus request email.

If you are unable to scan the NFC chip in your passport you can complete the Photo ID verification using another form of Photo ID such as Driving Licence, however this will not satisfy your right to work check. This may be used as proof of ID for a Disclosure and Barring Service (DBS) check (see section on DBS).

If you have a British or Irish passport but are unable to scan the NFC chip, you will be invited to use your passport to complete an alternative IDVT check (medium confidence) which will be sent to you separately.

The medium confidence request will involve the following steps:

- Take a live photograph of your passport
- Take a video of yourself for facial comparison

If you are unable to complete the IDVT Right to Work check using your British or Irish passport (or option 2 below), you will have to complete an offline right to work check which may increase the time for your pre-employment checks to be concluded.

2. Home Office online check using a Home Office share code

If you currently hold a visa, you will be asked to provide your Home Office share code using a form on the Amiqus request.

This must be a Home Office share code beginning with a **W** from gov.uk, indicating that the person named is allowed stay in the UK and they are allowed to do the work in question. Share codes beginning with **R** or **S** will not be acceptable as they will not confirm right to work status.

You will also be asked to book a Home Office share code appointment using the link in the Amiqus form. You must attend this appointment for your right to work check to be completed as it is used to verify you are a true likeness of the Home Office online check output.

To assist us with our records, we also request a copy of your immigration status page. This can be obtained by accessing your UKVI (UK Visa and Immigration) account.

Please note if your right to work evidence has an expiry for example a time limited visa, you will be subject to further right to work checks during your employment.

3. Offline right to work check

If you are unable to verify your right to work using option 1 or 2 above, you should review the below links to identify what other evidence you can provide. This check must be done in person and will be organised with you at a later date.

British or Irish citizen

Prove your right to work to an employer: Overview - GOV.UK

Non-British or Non-Irish citizen

Prove your right to work to an employer: Using immigration documents - GOV.UK

Please note if your right to work evidence has an expiry for example a time limited visa, you will be subject to further right to work checks during your employment.

Verification of identity

To verify your identity in line with NHS Employers Identity checks standard, please provide a total of three documents. The document(s) supplied as verification of right to work in the UK may be included; however, the following combinations must be supplied.

2 forms of **photographic** personal identification and **1** document containing your **address**.
1 form of **photographic** personal identification and **2** documents containing your **address**.

All documentation provided must be in your current legal name (unless evidence of a legal name change can be provided) and match the name used on your application form and Amiqus account.

Acceptable photographic personal identification

The below list includes all documents we can accept to complete a photographic identity check in line with the NHS Employers' guidelines.

If you are unable to provide at least one of the below, please refer to the acceptable non-photographic identification section.

1. **Full, signed UK (Channel Islands, Isle of Man or Irish) passport or other nationalities passport**

2. **UK Biometric Residence Permit (BRP) (expired up to 18 months beyond expiry date).** For individuals with a valid immigration status, expired BRPs can be accepted as photo identification up to 18 months beyond their expiry date.

3. **UK full or provisional photo-card driving licence**. If issued by the DVLA you are not required to produce the paper counterpart. Licences issued in Northern Ireland by the DVA must be presented with the paper counterpart. Please note that this counts as one document and can be presented as either photographic identification **or** confirmation of current address documentation.

4. **Other nationalities photocard driving licence.** (Valid up to 12 months from the date when the individual entered the UK). The person checking the document must be able to assure themselves that the licence is bona fide.

5. **HM Armed Forces identity card** (UK).

6. **Identity cards carrying the PASS (Proof of Age Standards Scheme) accreditation logo** (issued in the UK, Channel Islands, and Isle of Man only). These can be applied for and obtained via http://www.pass-scheme.org.uk/card-suppliers when an individual reaches a certain age (12-15, 16-18, 18+). These have no expiry date, so it is at the ID checker's discretion to accept providing the photo is recent and you can tell it is the same person. Organisation identity cards are not acceptable as they do not contain watermarks, holograms, or other security marking.

7. **EEA/EU Government issued identity cards**, that comply with Council Regulation (EC) No 2252/2004, containing a biometric.

8. **eVisa (accessed online via Home Office view and prove service)** that displays an individual's name, date of birth and photograph. To check identity using an eVisa the individual must provide the employer with a share code using the Home Office 'view and prove your immigration status: get a share code' service (also known as 'view and prove' service). For identity checking purposes the individual must select to generate a share code under the category '**to prove your immigration status for anything else'**. The share code will begin with 'S'.

Acceptable confirmation of current address documents

The below list includes all documents we can accept to complete the confirmation of address check in line with the NHS employers' guidelines. Please note that if you are required to complete a DBS check, all financial statements and utility bills must be dated within the last 3 months.

1. **Utility bill** or letter from the service provider confirming the pre-payment terms of service (for example gas, water, electricity, landline telephone or broadband) at a fixed address dated within the last six months. More than one utility bill can be accepted if they are from two different suppliers. Utility bills in joint names are also acceptable. (UK)

2. **Local Authority tax statement** (i.e., council tax bill) dated within the last 12 months. (UK and Channel Islands)

3. **UK full or provisional photo-card driving licence** (if not already presented as personal photographic identification).

4. **Full 'old-style' paper driving licence (that were issued before the photocard was introduced in 1998 and where they remain current and in date).** Old-style paper provisional driving licences are not acceptable.

5. **HM Revenue & Customs (HMRC) tax notification** such as an assessment, annual tax summary, statement of account or notice of coding (**not P45 or P60**), dated within the last 12 months.

6. **A financial statement** such as a bank, building society, credit card statement, pension, or endowment statement (UK) dated within the last six months.

7. **Credit union statement** (UK).

8. **Mortgage statement** from a recognised lender (UK) dated within the last 12 months.

9. **Local council rent card or tenancy agreement** dated within the last six months.

10. **Evidence of entitlement to Department for Work and Pensions (DWP) benefits** such as child allowance, pension etc. dated within the last 12 months (UK).

Original documentation should always be provided.

Acceptable non-photographic personal identification

If you are genuinely unable to provide acceptable photographic personal identification, please provide:

A. **A certified passport sized photograph** of yourself – certified photos must be endorsed by a person of reputable authority.
B. **Two** forms of **non-photographic** personal identification listed below.
C. **Two** documents confirming **current address** listed above Acceptable confirmation of current address documents.

1. **A certified passport sized photograph** of yourself – certified photos must be endorsed by a person of reputable authority.

2. **Two** forms of **non-photographic** personal identification listed below

    1. **Full birth certificate (UK and Channel Islands)** issued after the date of birth by the General Register Office or other relevant authority, for example registrars.

    2. **Full birth certificate issued by UK authorities overseas**, such as embassies, high commissions and HM Forces.

    3. **Valid UK full old-style paper driving licence** (not provisional).

    4. **Most recent HM Revenue and Customs (HMRC) tax notification, such as an assessment, statement of account or notice of coding (UK and Channel Islands).**

    5. **Work permit/residency permit (UK) valid up to the expiry date.**

    6. **Adoption certificate** (UK and Channel Islands).

    7. **Marriage or civil partnership certificate** (UK and Channel Islands).

    8. **Divorce, dissolution, or annulment papers** (UK and Channel Islands).

    9. **Gender recognition certificate**.

    10. **Deed poll certificate**.

    11. **Firearms certificate/licence** (UK, Channel Islands, and Isle of Man).

    12. **Police registration document**.

    13. **Certificate of employment in the HM Forces** (UK).

    14. **Evidence of entitlement to Department for Work and Pensions (DWP) benefits** dated within the last 12 months.

    15. **A document from a local/central government** authority or local authority giving entitlement, such as Employment Services, **Job Centre, Social Security Services** (UK and Channel Islands) dated within the last 6 months.

Disclosure and Barring Service (DBS) check

If the position requires a DBS check, this will be undertaken as part of the pre-employment check process.

We aim in the first instance to use the digital DBS Route wherever possible, as this is quicker than using a manual (offline) ID check for DBS.

Digital DBS check

To be eligible for a Digital DBS check you must be able to complete the following via Amiqus:

Identity report. You will be asked to provide your personal details, including, name, date of birth and address which Amiqus will use to verify your identity. The identity report search process is a secure, automated and electronic process, with the data being checked against TransUnion's various sources to provide an identity report result.

Photo ID verification, using either a British/Irish Passport, or a UK driving licence. You will be asked to scan/take a live photo of your document and then a video of yourself to compare facial similarity (if this has already been accepted for Right to Work, you will not need to complete this again).

Although the Digital DBS check allows us to process and submit your DBS check online, we still require identity documents to be provided in line with both NHS Employers and the DBS. These ID documents will be gathered via Amiqus, unless you are advised an offline check is required.

If you are unable to pass the Identity report and/or the Photo ID verification you will move to a manual DBS check, which will mean your documents must be verified in person before we submit the DBS electronically.

Manual DBS check

The DBS ID checking guidelines differ from NHS Employers guidelines therefore we recommend you check the website to ensure the documents you wish to submit can be accepted by all bodies.

You should review the DBS ID checking guidelines that are required for your level of DBS check (Basic, Standard or Enhanced).

Proof of qualifications and/or professional registration

If a qualification(s) and/or professional registration is an essential requirement on the Job Description of the role you have been offered, you will be asked to provide evidence of them.

1. Please provide the original qualification certificate(s). This must be a coloured image.
2. Professional registration details should include details of the Registration Membership Body, a Professional Registration Number and expiry date.

Certified passport photos

If you are genuinely unable to provide a document from the acceptable photographic personal identification list, we may be able use a certified passport photo. Please note, that if you need to use this route, you will need to do an offline check in person to verify your documents.

When providing a **passport photo** as verification of identity they must be signed and **verified by an individual of reputable authority**.

A **person of reputable authority** can be defined as someone who works for a reputable organisation or has credibility through their work, for example a **police officer, teacher/lecturer, civil servant etc**. This person can be relied on as a trusted source. NHS Employers gives the following guidance on Counter Signatories:

All Counter Signatories **must**:

1. work in (or be retired from) a **recognised profession**.
2. have **known the applicant for at least two years**, in a professional or personal capacity, and be able to confirm the identity of the individual.

They should **not**:

1. be closely related to the applicant by birth or marriage. *
2. be involved with the applicant e.g., in a relationship. *
3. live at the same address as the applicant*

Please visit gov.uk – Countersigning passport applications page for further information on what constitutes a recognised profession.

The passport photo **must be signed, dated, and must include contact details, position held and employer details** of the counter signatory (if possible, on the back of the photo, but if not, a note should be attached to the photo containing this info).
* Definition taken from NHS Employers

Acceptable documents for those who have recently left full time education (16- to 19-year-olds who are unable to provide a combination of documents from the above sections)

Please provide a document from the acceptable photographic personal identification list or if this is genuinely not possible, a passport sized photograph which is endorsed by a person of some standing in your community.

You will also need to provide **two** of the documents listed below:

1. **Grant or student loan agreement** from a local education authority (UK).

2. **Qualification certificate.**

3. **A full birth certificate (UK and Channel Islands) issued after the date of birth by the General Register Office or other relevant authority, for example registrars**

4. **A full birth certificate issued after the date of birth** by UK Authorities overseas, such as embassies, high commissions and HM forces.

5. **National Insurance (NI) card** or proof of issue of an NI number from HMRC, Job Centre or Employment Services.

6. **A letter from their head teacher**, tutor, or college principal (UK) verifying your name and other relevant information, e.g., address and date of birth.

7. **Document from a Local Authority or Central Government** giving entitlement such as Employment Services, Job Centre, Social Security Services (UK and Channel Islands) dated in last six months.