

# CHOOSING AN EXTERNAL VERIFIER



Please ensure your external verifier falls in to the following category.

## Current list of suitable ID approvers:

- HR manager at place of employment (*preferably CIPD member*)
- University Lecturer / Teacher
- Warrant Officer and ranks above (or equivalent ranks)
- Barrister
- Chartered Accountant
- Chemist / Pharmacist
- Doctor / Dentist
- Justice of the Peace
- Lawyer / Solicitor, Legal Executive
- Member of Parliament
- Police Officer
- Member of a Professional Body eg. Chartered Engineer

You will need the name, job title, email address and telephone number of the external verifier of your choice so that DBS team can contact them directly. Please have these to hand when you start your online DBS application.

## External verifier process:

1. Login to your Online DBS account.
2. Click 'External' verifier button.
3. Input name, email address, telephone number and position of your external verifier and submit information.
4. Arrange an appointment with external verifier for your ID documents to be verified.

You must ensure that you take the same three (3) ID documents listed on your online DBS application form to your external verifier.

Your ID cannot be edited once submitted due to the General Data Protection Regulation (GDPR).

DBS will only accept two kinds of online documents:

1. Online bank accounts which have been verified (eg. stamped) by the provider, and
2. Online P60. **All other online documents will not be accepted.**

**Any documents that are photocopies or scans will be rejected.**

