

Annex A – Baseline Personnel Security Standard (BPSS) Requirements

Most organisations pre-employment checks will be equivalent to the BPSS providing they include the following as a minimum:

A.1 Identity Check

For new applicants, or individuals with less than three years continuous employment with the same organisation, proof of identity should be confirmed. Not all documents are of equal value – the ideal document is one that is issued by a trustworthy and reliable source, is difficult to forge, has been dated and is current, contains the owner's name, photograph and signature, and itself requires some evidence of identity before being issued (e.g. a passport). In all cases, individuals should be required to provide original documents. Examples include:

- Current signed full passport.

Or two of the following:

- Current UK driving licence.
- P45.
- Birth certificate - issued within 6 weeks of birth.
- Cheque book and bank card - with 3 statements and proof of signature.
- Credit card - with 3 statements and proof of signature.
- Proof of residence - such as a council tax bill for the current year or recent utility bills.

A.2 References

There is no requirement to obtain references in the BPSS; however, they may add value to pre-employment checks.

A.3 Criminal Record Declaration

Individuals should be asked to declare any **unspent** convictions as defined in the Rehabilitation of Offenders Act (1974).