

How to complete an identity check in NHS Jobs user guide

This guide gives you instructions for how to complete an identity check in the NHS Jobs service.

You'll need to check the applicant's identity as part of their pre-employment checks.

To find out which roles can do this, go to the **'Roles and permissions'** link in the **'Help and information'** section of the [employer dashboard](#).

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Pre-employment checks

This page gives you instructions for how to access an applicant’s pre-employment checks.

Important: You must have an applicant who has accepted a conditional job offer and completed their pre-employment checks.

To access an applicant’s pre-employment checks, complete the following step:

1. Select the [‘Pre-employment checks’](#) link.

The screenshot shows the NHS BSA Training Dashboard. At the top, it indicates the user is signed in as 'NHSBSA Training' and provides options to 'Change' or 'Sign Out'. A 'BETA' notice is present. The main content area is titled 'NHS BSA Training Dashboard' and includes a filter for 'Tasks by stage' (set to 'Listings by user') and a dropdown for 'Showing tasks for' (set to 'All users'). A table lists recruitment stages with counts, track status, and overdue days, accompanied by progress bars. The 'Pre-employment checks' row is highlighted with a yellow circle and the number '1'. To the right, there are sections for 'What you can do' (with buttons for creating listings, searching for listings, and searching for applicants), 'Manage the account' (with links for user management and settings), 'Documents and templates', 'Help and information', and 'Reporting'.

Stage	Count	Track Status	Overdue Days
Draft	99	on track 25	overdue 74
Approvals	1		
Published	10	on track 9	overdue 1
Shortlisting	68	on track 42	overdue 26
Interviews	21	on track 3	overdue 18
Ready to offer	11	on track 7	overdue 4
Conditional offers	5	on track 3	overdue 2
Pre-employment checks	1		
Contracts	12	on track 8	overdue 4
End recruitment	7	on track 5	overdue 2

Find the applicant

This page gives you instructions for how to find the applicant to start their pre-employment checks.

To find the applicant to start their pre-employment checks, complete the following steps:

1. Select the 'Applicant' link to view the applicant's details (optional).
2. Select the 'Job title' link to view the job details (optional).
3. Select the '[View checks or withdraw offer](#)' link.

NHS Jobs You're viewing NHS BSA Training [Change](#)
Signed in as [Liam M1](#) [Sign Out](#)

Show tasks for all accounts

BETA Your [feedback](#) will help us to improve this service.

[Go back](#)

NHS BSA Training
Pre-employment checks

Showing tasks for

Pre-employment checks

Applicant	Job title	Deadline	Outstanding checks	What needs doing next
1 Liam MA AR-210128-00006	2 Learning Consultant T2020-21-4641	01 Apr 2022 ON TRACK	References Home address Identity check Right to work in the UK Qualifications Professional registrations DBS HPANs Health assessment	3 View checks or withdraw offer

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [How to create and publish jobs](#)

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Start pre-employment checks

This page gives you instructions for how to start the applicant's pre-employment checks.

To start the applicant's pre-employment checks, complete the following steps:

1. Select an answer:
 - ['Check pre-employment checklist'](#)
 - or
 - 'Withdraw offer'
2. Select the 'Continue' button.

You're viewing [NHS BSA Training](#) [Change](#)

NHS Jobs Signed in as [Liam M1](#) [Sign Out](#)

BETA Your [feedback](#) will help us to improve this service.

[Go back](#)

Pre-employment checks

The conditional offer has been accepted by Liam MA

Would you like to

1 Check pre-employment checklist

2 Withdraw offer

[Continue](#)

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [How to create and publish jobs](#)

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If you withdraw the applicant's job offer, you have reached the end of this user guide.

Identity check

This page gives you instructions for how to check the applicant's identity check.

To check the applicant's identity check, complete the following step:

1. Select the '[Identity check](#)' link.

The screenshot shows the NHS Jobs interface for a pre-employment checklist. At the top, it says 'You're viewing NHS BSA - UAT' and 'Signed in as Mike Wardman'. Below that is a 'BETA' notice. The main heading is 'Pre-employment checklist for Thomas Ship'. A message states: 'The applicant accepted your conditional job offer. They now need to give pre-employment information before they can start their new job.' The checklist is divided into two sections: 'References' and 'Identity'. Under 'References', there is a link 'References' and a 'COMPLETED' status. Under 'Identity', there are three items: 'Home address' (COMPLETED), 'Identity check' (NOT STARTED), and 'Inter Authority Transfer (IAT)' (COMPLETED). A yellow circle with the number '1' is placed to the left of the 'Identity check' link.

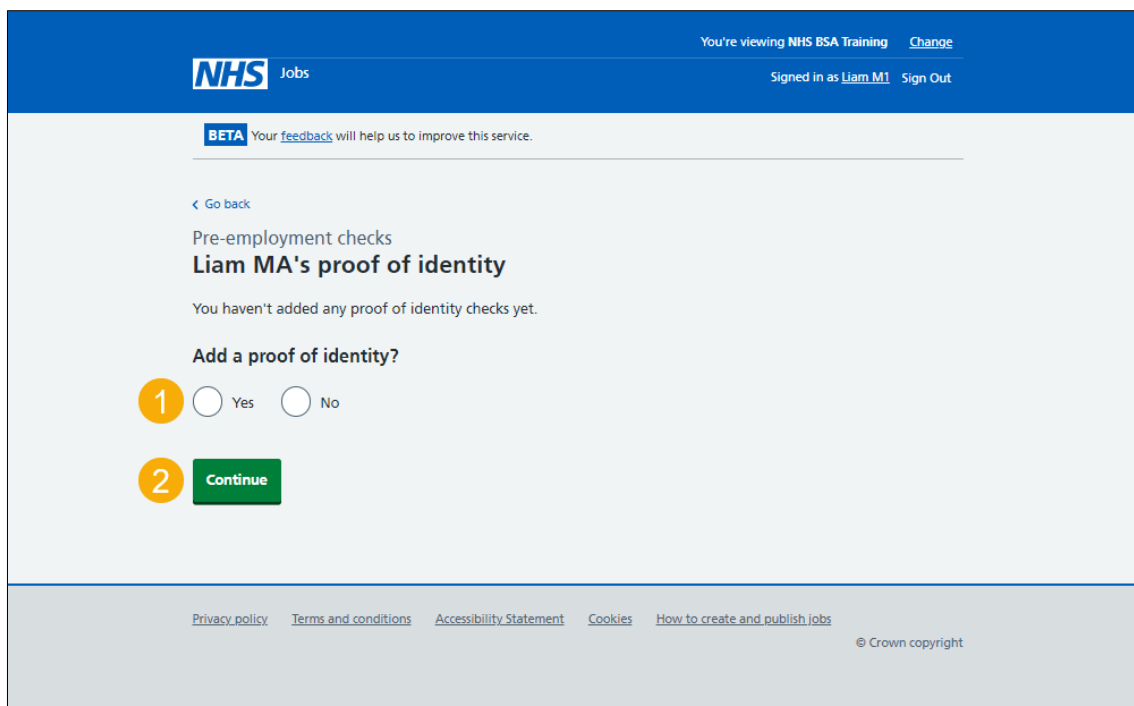
Section	Item	Status
References	References	COMPLETED
Identity	Home address	COMPLETED
	1 Identity check	NOT STARTED
	Inter Authority Transfer (IAT)	COMPLETED

Add a proof of identity

This page gives you instructions for how to confirm if the applicant needs a proof of identity check.

To confirm if the applicant needs a proof of identity check, complete the following steps:

1. Select an answer:
 - [‘Yes’](#)
 - [‘No’](#)
2. Select the ‘Continue’ button.



The screenshot shows the NHS Jobs interface for adding a proof of identity. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as Liam.M1' with a 'Sign Out' link. Below the header, there is a 'BETA' badge and a feedback message: 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main content area is titled 'Pre-employment checks' and 'Liam MA's proof of identity'. It states 'You haven't added any proof of identity checks yet.' Below this, the question 'Add a proof of identity?' is displayed. There are two radio button options: 'Yes' and 'No'. The 'Yes' option is selected, indicated by a yellow circle with the number '1' next to it. Below the radio buttons, there is a green 'Continue' button with a yellow circle containing the number '2' next to it. At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs'. The footer text reads '© Crown copyright'.

What identification is given?

This page gives you instructions for how to confirm the applicant's identification given.

Important: You'll only see this page if the applicant needs a proof of identity check.

To confirm the applicant's identification given, complete the following steps:

1. Select an answer:
 - ['Proof of identity'](#)
 - ['Proof of address'](#)
2. Select the 'Continue' button.

The screenshot shows a web interface for NHS Jobs. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, there is a grey bar with a 'BETA' badge and the text 'Your feedback will help us to improve this service.' Below this, there is a 'Go back' link. The main content area is titled 'Pre-employment checks' and 'What identification did Liam MA give?'. There are two radio button options: 'Proof of identity' and 'Proof of address'. A yellow circle with the number '1' is next to the 'Proof of identity' option. Below these options is a yellow circle with the number '2' next to a green 'Continue' button. At the bottom of the page, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', followed by '© Crown copyright'.

Does this identification contain a photo?

This page gives you instructions for how to confirm if the applicant's identification contains a photo.

To confirm if the applicant's identification contains a photo, complete the following steps:

1. Select an answer:
 - ['Yes'](#)
 - ['No'](#)
2. Select the 'Continue' button.

The screenshot shows a web interface for NHS Jobs. At the top, there is a blue header with the NHS logo and 'Jobs' text on the left, and 'You're viewing NHS BSA Training Change' and 'Signed in as Liam M1 Sign Out' on the right. Below the header, there is a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' A 'Go back' link is present. The main content area is titled 'Pre-employment checks' and contains the question 'Does this identification contain a photo?'. Below the question, there are two radio buttons labeled 'Yes' and 'No', with a '1' in a yellow circle next to the 'Yes' button. Below the radio buttons, there is a '2' in a yellow circle next to a green 'Continue' button. At the bottom of the page, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', and a copyright notice '© Crown copyright'.

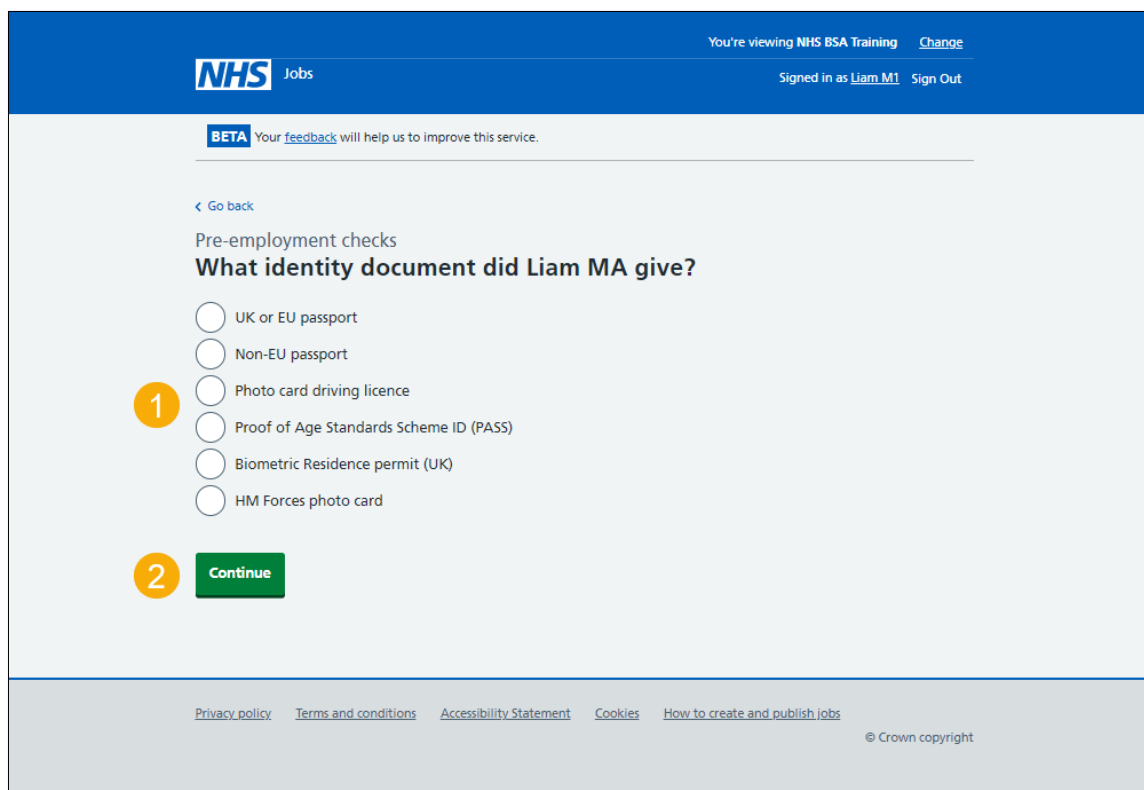
What photo identity document is given?

This page gives you instructions for how to confirm the applicant's photo identity document given.

Important: You'll only see this page if you're adding an applicant's proof of identification that contains a photo.

To confirm the applicant's photo identity document given, complete the following steps:

1. Select an answer.
2. Select the '[Continue](#)' button.



The screenshot shows a web page for NHS Jobs. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, there is a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' A navigation link '< Go back' is visible. The main content area is titled 'Pre-employment checks' and 'What identity document did Liam MA give?'. There are six radio button options: 'UK or EU passport', 'Non-EU passport', 'Photo card driving licence', 'Proof of Age Standards Scheme ID (PASS)', 'Biometric Residence permit (UK)', and 'HM Forces photo card'. A yellow circle with the number '1' is next to the 'Photo card driving licence' option. Below the options is a yellow circle with the number '2' next to a green 'Continue' button. At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice '© Crown copyright'.

What identity document is given that doesn't contain a photo?

This page gives you instructions for how to confirm the applicant's photo identity document that doesn't contain a photo.

Important: You'll only see this page if you're adding an applicant's proof of identification that doesn't contain a photo.

To confirm the applicant's photo identity document that doesn't contain a photo, complete the following steps:

1. Select an answer.
2. Select the '[Continue](#)' button.

NHS Jobs You're viewing NHS BSA Training [Change](#)
Signed in as [Liam M1](#) [Sign Out](#)

BETA Your [feedback](#) will help us to improve this service.

[Go back](#)

Pre-employment checks

What identity document did Liam MA give?

- Divorce, dissolution or annulment papers for UK and Channel Islands
- Full birth certificate for the UK and Channel Islands
- Full birth certificate issued by the UK authorities overseas
- UK full old-style paper driving licence
- Work permit or residency permit for the UK, valid up to an expiry date
- Adoption Certificate for the UK and Channel Islands applicants
- Marriage or Civil Partnership Certificate for UK and Channel Islands applicants
- 1** Gender recognition certificate
- Deed Poll Certificate
- Firearms Certificate or Licence for the UK, Channel Islands and Isle of Man applicants
- Police registration certificate
- Certificate of Employment in the HM Forces for a UK applicant
- Benefit statement, book or card or original notification letter from DWP
- Document from a local or central government authority or local authority giving entitlement
- Most recent HMRC Tax Notification

2 [Continue](#)

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [How to create and publish jobs](#)

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What proof of address is given?

This page gives you instructions for how to confirm the applicant's proof of address given.

Important: You'll only see this page if the applicant needs a proof of address check.

To confirm the applicant's proof of address given, complete the following steps:

1. Select an answer.
2. Select the '[Continue](#)' button.

The screenshot shows a web page for NHS Jobs. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, there is a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main heading is 'Pre-employment checks' followed by 'What proof of address has been provided by Liam MA?'. There is a list of radio button options: 'UK credit union statement', 'Current UK driving licence', 'Entry on electoral register', 'Financial statement (UK and EEA)', 'HMRC tax notification', 'Local council tax bill', 'Recent mortgage statement', 'Recent utility bill', 'Rent card or tenancy agreement', and 'Right to benefits document'. A yellow circle with the number '1' is next to the 'HMRC tax notification' option. Below the list is a yellow circle with the number '2' next to a green 'Continue' button. At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice '© Crown copyright'.

When was this document received?

This page gives you instructions for how to confirm the applicant's document received date.

To confirm the applicant's document received date, complete the following steps:

1. In the **Day**, **Month** and **Year** boxes, enter the details.
2. Select the '[Continue](#)' button.

The screenshot shows the NHS Jobs application interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, there is a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main heading is 'Pre-employment checks' followed by 'When was this document received?'. Below this, there is a vertical bar and the text 'UK or EU Passport'. A note says 'For example, 15 3 2020'. There are three input boxes labeled 'Day', 'Month', and 'Year'. A yellow circle with the number '1' is next to the 'Day' box. Below the input boxes, there is a yellow circle with the number '2' next to a green 'Continue' button. At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs'. The footer text is '© Crown copyright'.

Tip: You must enter the date in the DD-MM-YYYY format. For example, 15 03 2012.

When was this document checked?

This page gives you instructions for how to confirm the applicant's document checked date.

To confirm the applicant's document checked date, complete the following steps:

1. In the **Day**, **Month** and **Year** boxes, enter the details.
2. Select the '[Continue](#)' button.

The screenshot shows the NHS Jobs interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, there is a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main heading is 'Pre-employment checks' followed by 'When was this document checked?'. Below this, there is a vertical bar and the text 'UK or EU Passport'. An example date '15 3 2020' is provided. The date input fields are labeled 'Day', 'Month', and 'Year'. A yellow circle with the number '1' points to the 'Day' input field. A green circle with the number '2' points to a green 'Continue' button. At the bottom, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs'. A copyright notice '© Crown copyright' is also present.

Tip: You must enter the date in the DD-MM-YYYY format. For example, 15 03 2012.

Who checked the document?

This page gives you instructions for how to confirm who checked the applicant's document.

To confirm who checked the applicant's document, complete the following steps:

1. In the **First name** box, enter the details.
2. In the **Last name** box, enter the details.
3. Select the **'Continue'** button.

The screenshot shows the NHS Jobs interface for the 'Who checked the document?' step. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as Liam.M1' with a 'Sign Out' link. Below the header, there is a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' A '< Go back' link is visible. The main heading is 'Pre-employment checks' followed by 'Who checked the document?'. Below this, there is a vertical bar with 'UK or EU Passport' text. The form contains three numbered steps: 1. 'First name' with an input field; 2. 'Last name' with an input field; 3. A green 'Continue' button. At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice: '© Crown copyright'.

Is the identification document acceptable?

This page gives you instructions for how to confirm if the applicant's identification document is acceptable.

To confirm if the applicant's identification document is acceptable, complete the following steps:

1. Select an answer.
2. Select the '[Continue](#)' button.

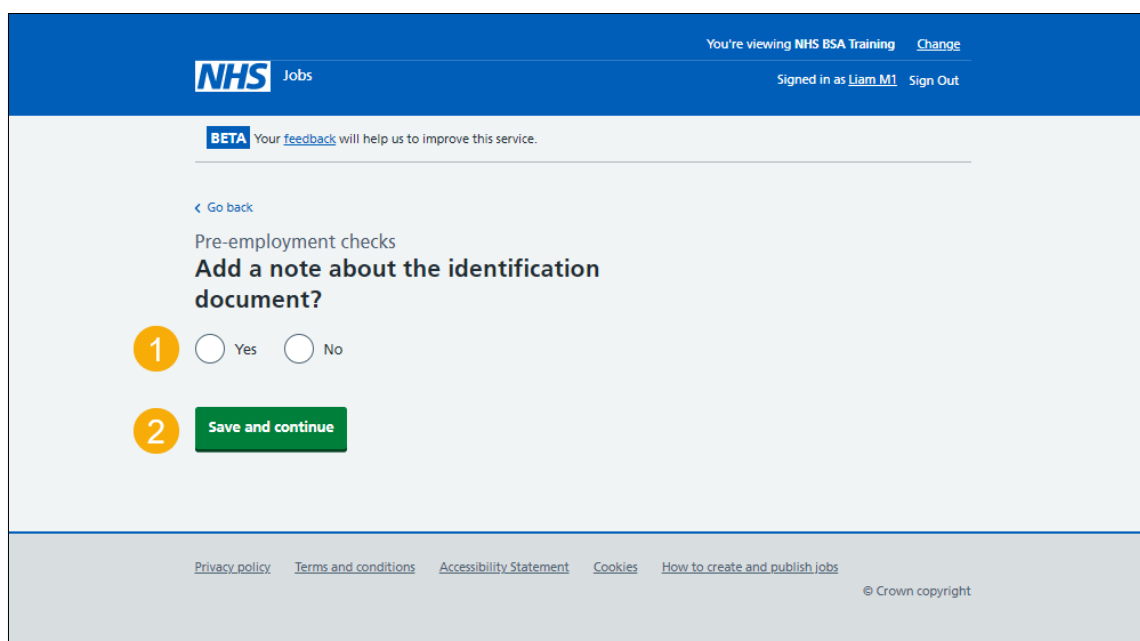
The screenshot shows a web page for NHS Jobs. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, there is a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main heading is 'Pre-employment checks' followed by 'Is the identification document acceptable?'. Below this, there is a vertical bar on the left and the text 'UK or EU Passport'. There are three radio button options: 'Yes', 'No', and 'Needs further investigation'. A yellow circle with the number '1' is next to the 'No' option. Below the radio buttons, there is a yellow circle with the number '2' next to a green 'Continue' button. At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs'. The footer text is '© Crown copyright'.

Add a note about the identification document?

This page gives you instructions for how to confirm if you want to add a note about the applicant's identification document.

To confirm if you want to add a note about the applicant's identification document, complete the following steps:

1. Select an answer:
 - ['Yes'](#)
 - ['No'](#)
2. Select the 'Save and continue' button.



The screenshot shows a web page from NHS Jobs. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as Liam.M1' with a 'Sign Out' link. Below the header, there is a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main content area is titled 'Pre-employment checks' and 'Add a note about the identification document?'. There are two radio buttons: 'Yes' and 'No'. A yellow circle with the number '1' is next to the 'Yes' radio button. Below the radio buttons is a green button labeled 'Save and continue' with a yellow circle containing the number '2' next to it. At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs'. A copyright notice '© Crown copyright' is also present.

Add a note

This page gives you instructions for how to add a note about the applicant's identity document.

Important: You'll only see this page if you're adding a note about the applicant's identification document.

To add a note about the applicant's identity document, complete the following steps:

1. In the **Subject** box, enter the details.
2. In the **Detail** box, enter the details.
3. Select the '[Continue](#)' button.

The screenshot shows the NHS Jobs interface for adding a note. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, there is a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main content area is titled 'Pre-employment checks' and 'Add a note'. It contains three numbered steps: 1. A 'Subject' label followed by a text input field. 2. A 'Detail' label followed by a larger text area. 3. A green 'Continue' button. At the bottom of the page, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice: '© Crown copyright'.

Add another note about the identification document?

This page gives you instructions for how to confirm if you want to add another note about the applicant's identification document.

To confirm if you want to add another note about the applicant's identification document, complete the following steps:

1. Select an answer.
 - ['Yes'](#)
 - ['No'](#)
2. Select the 'Save and continue' button.

The screenshot shows a web page from NHS Jobs. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, there is a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main content area is titled 'Pre-employment checks' and 'Add another note about the identification document?'. There are two radio buttons: 'Yes' and 'No'. A yellow circle with the number '1' is next to the 'Yes' radio button. Below the radio buttons is a green button with a white circle containing the number '2' and the text 'Save and continue'. At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs'. A copyright notice '© Crown copyright' is also present.

Check the identity details

This page gives you instructions for how to check the applicant's identity details.

Important: If you delete an applicant's identity document, you won't be able to recover the details.

To check the applicant's identity details, complete the following steps:

1. Select the 'Proof of identity' link (optional).
2. Select the ['Edit'](#) link (optional).
3. Select the 'Delete' link (optional).
4. Select an answer:
 - ['Yes'](#)
 - ['No'](#)
5. Select the 'Continue' button.

The screenshot shows the NHS Jobs interface for 'Liam MA's proof of identity'. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing NHS BSA Training' and 'Signed in as Liam M1'. Below the header, there is a 'BETA' notice. The main content area has a 'Go back' link and the title 'Pre-employment checks Liam MA's proof of identity'. Underneath, it says 'Proof of identity'. A table lists the documents:

Type	Document	What you can do
1 Proof of identity	UK or EU Passport	2 Edit or Delete 3

Below the table, there is a section 'Add another document?' with two radio buttons: '4 Yes' and ' No'. At the bottom of this section is a green '5 Continue' button. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with the copyright notice '© Crown copyright'.

Do you accept the identity check documents?

This page gives you instructions for how to confirm if you accept the applicant's identity check documents.

To confirm if you accept the applicant's identity check documents, complete the following steps:

1. Select an answer.
2. Select the ['Save and continue'](#) button.

The screenshot shows a web page from NHS Jobs. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, there is a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main content area is titled 'Pre-employment checks' and contains the question 'Do you accept the identity check documents?'. There are three radio button options: 'Yes', 'No', and 'In progress'. A yellow circle with the number '1' is next to the 'No' option. Below the options is a green button with a white border and the text 'Save and continue', with a yellow circle containing the number '2' next to it. At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs'. A copyright notice '© Crown copyright' is also present.

Identify check completed

This page shows confirmation you have completed the applicant's identity check.

To start another pre-employment check, complete the following steps:

1. Select a pre-employment check link.

The screenshot shows the NHS Jobs interface. At the top, it says 'You're viewing NHS BSA - UAT' and 'Signed in as Mike Wardman Sign Out'. Below the NHS logo, there is a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main heading is 'Pre-employment checklist for Thomas Ship'. Below this, it states: 'The applicant accepted your conditional job offer. They now need to give pre-employment information before they can start their new job.'

The checklist is divided into two sections:

- References**: A link for 'References' is shown with a 'COMPLETED' status.
- Identity**: Three items are listed, all with 'COMPLETED' status:
 - Home address
 - Identity check
 - Inter Authority Transfer (IAT)

Tip: To find out how to complete a pre-employment check. Go to the 'Complete pre-employment checks' section of the ['Help and support for employers'](#) webpage.

You've completed the applicant's identity check and reached the end of this user guide.