

Atlantic Data Guidance

You have been asked to complete a criminal record Disclosure and Baring Service (DBS) check with Atlantic Data as part of the approval process under the Money Laundering, Terrorist Financing and Transfer of Funds (Information on the Payer) Regulations 2017.

This process has three steps, and should take about 15 minutes.

Before you start

You will need:

- documents to confirm your identity (a list of acceptable documents is included at the end of this guidance)
- the name, SRA ID number, and email address of a solicitor to verify your identity (this can be another solicitor at your firm)

Accessing Atlantic Data

You will have received an email from this email address dbs@sra.disclosures.co.uk

Open the email sent from Atlantic Data and click on the link to begin the background check.

NOTE: This email may have gone to your junk folder, depending on your email settings.

Step one: submitting your details

Click on the link and provide the following:

- personal details (name, addresses for the last five years, previous names)
- details of any criminal convictions

You will also need to confirm which identity documents you will be using.

You must do this within 48 hours of receiving the email from Atlantic Data.

Step two: nominating a solicitor

You need to nominate a solicitor to verify your identity. To do this, please enter the following:

- Solicitor's name
- SRA ID number
- Preferred email address

NOTE: To ensure that the process is completed as quickly as possible, you may wish to use a solicitor in your firm.

Step three: face-to-face ID check

Your nominated solicitor will receive an email from Atlantic Data with a link to complete a face-to-face check.

NOTE: This email may have gone to their junk folder, depending on their email settings.

Within 48 hours of receiving this email, the solicitor must complete a face-to-face ID check with you.

They will need to click on the link and do the following:

- confirm online that they have met you and personally reviewed your documents
- provide specific details about the identity documents

NOTE: the documents provided to the solicitor must be the same as the documents you listed previously.

What will happen next

Once the solicitor has submitted their confirmation, the check will proceed to DBS. That will identify any relevant convictions.

If DBS identify a conviction, you will receive an email from Atlantic Data. You will be asked if you wish to receive a hard copy of the certificate and/or an e-certificate. **You must confirm that you wish to receive both copies.**

NOTE: If you do not opt to receive both copies, we may not be able to approve you or your firm under the Money Laundering Regulations.

If DBS do not identify any convictions, you will receive your results through the post. This will include a letter advising how you can obtain an e-certificate.

Acceptable documentation

You will need to provide original documents (not copies) to a solicitor to confirm your identity.

The combinations of documents you provide must confirm your name, address, and date of birth. You may use three documents if it is not possible to achieve this with two.

EEA national applicants

EEA nationals should provide:

- One document from Group 1 and
- One document from either Group 1, Group 2a, or 2b

If you do not have any of the documents listed in Group 1 and the solicitor conducting the verification is satisfied that you have a valid reason, you may instead provide:

- One document from Group 2a and
- Two documents from either Group 2a or 2b

Non-EEA national applicants

Individuals who are non-EEA nationals will need to provide:

- One document from Group 1a and
- One document from either Group 1, Group 2a, or 2b

Group One: primary identity documents

Document	Notes
Passport	Any
Current biometric residence permit	UK
Current photocard driving licence	Full or provisional UK, Isle of Man, Channel Islands and EEA
Birth certificate	Issued within 12 months of birth UK, Isle of Man and Channel Islands - including those issued by UK authorities overseas
Adoption certificate	UK and Channel Islands

Group 1a: primary identity documents for non-EEA nationals

Document	Notes
A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.	UK
A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.	UK
A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.	Any current and valid passport

A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.	Any current and valid passport
A Certificate of Application issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old together with a Positive Verification Notice from the Home Office Employer Checking Service.	UK
An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service.	UK
Individuals providing one of the following must also provide a current valid passport:	
A current Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence.	UK
A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.	UK
A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.	UK

Group 2a: trusted government documents

Document	Notes
Current photocard driving licence	Full or provisional All countries outside the EEA (excluding Isle of Man and Channel Islands)
Current paper driving licence issued before 1998	Full or provisional UK, Isle of Man, Channel Islands and EEA
Birth certificate	Issued after time of birth UK, Isle of Man and Channel Islands

Marriage/civil partnership certificate	UK and Channel Islands
HM Forces ID card	UK
Firearms licence	UK, Isle of Man and Channel Islands
Non-EEA Immigration Document/Visa/Work permit	Only where the applicant is living and working outside the UK

Group 2b: financial and social history documents

Document	Notes	Issue date and validity
Mortgage statement	UK or EEA	Issued in the last 12 months
Bank or building society statement	UK and Channel Islands or EEA	Issued in the last 3 months
Bank or building society account opening confirmation letter	UK	Issued in the last 3 months
Credit card statement	UK or EEA	Issued in the last 3 months
Financial statement	E.g. pension or endowment UK	Issued in the last 12 months
P45 or P60 statement	UK and Channel Islands	Issued in the last 12 months
Council tax statement	UK and Channel Islands	Issued in the last 12 months
Letter of sponsorship from future employment provider	Non-UK or non-EEA only Only for applicants residing outside of UK	Must still be valid
Utility bill	Not a mobile bill UK	Issued in the last 3 months
Benefit statement	UK	Issued in the last 3 months
Document giving entitlement from local council, central or local government, or government agency,	UK and Channel Islands	Issued in the last 3 months
EEA national ID card	-	Must still be valid
Cards carrying the PASS accreditation logo	UK, Isle of Man and Channel Islands	Must still be valid
Letter from head teacher or college principal	Only in exceptional circumstances For 16–19 year olds in full time education. UK	Must still be valid
Non-EEA bank or building society statement	Only for roles where the individual is living and working outside the UK. Non-EEA country must be where the role is based.	