

ID VERIFICATION FORM

DC-098

CONFIRMATION OF IDENTITY

(To be completed by the Applicant in **BLOCK CAPITALS** using black ink)

In order to confirm identity you need to present original identity documents at your interview.

Acceptable forms of documentation are listed overleaf and please check the number of documents you need to provide. Can you produce a document from Group 1?

Yes (ID checked via Route 1)	No (ID checked via Route 2)	No I cannot produce sufficient documents via Route 1 OR Rout 2. What do I do now?
<p>You need 3 documents</p> <p>1 document from Group 1 and 2 further documents from either Group 1 or 2a/b.</p>	<p>You need 3 documents</p> <p>1 document from Group 2a and 2 further documents from either Group 2a or 2b. You will also be required to have your ID validated by an external service.</p>	<p>You need a Birth Certificate (UK & Channel Islands) & 4 further documents</p> <p>UK birth certificate AND 4 further docs from Group 2 comprising of 1 from Group 2a and 3 further documents from Group 2a or 2b.</p>

Current Full Name:
(please include all forenames in addition to your surname)

Any Previous Names: (if applicable):

Full Address:
.....
.....**Postcode:**

How long have you lived here? Years: **Months:**

Please give details of previous addresses if you have lived at your current address less than 5 years)

Full Address:
.....
.....**Postcode:**

How long have you lived here? Years: **Months:**

D.O.B: **National Insurance / Identity Card Number:**

I supply sufficient documents to confirm my identity for DBS application and safe recruitment practice. I agree to these documents being photocopied for DBS verification purposes and understand that they will be securely disposed of within 6 months* of the date of Disclosure. (* Excepting Regulated Care Homes per CQC requirements). I declare that the information I have given on this form is correct.

Signed:

Date:

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DOCUMENTS TO CONFIRM IDENTITY

(To be completed by the ID Verifier in BLOCK CAPITALS using black ink. Please tick to indicate the original documents seen)

Full Name of Applicant:	Date of Birth:
DBS Form Ref:	

The list below is the exhaustive list of acceptable Group 1; 2a and 2b documents per the Home Office Oct 2012

Key: ‡ must have been issued within past 3 months ‡‡ must have been issued within past 12 months

Documents printed from the internet are NOT acceptable. Photocopies are only accepted when produced with the original. At least 1 document must evidence the Date of Birth and 1 document evidence the current address in addition to confirming current name and producing evidence of any previous change of name.

GROUP 1 DOCUMENTS (Primary Trusted Identity Credentials)			
Please tick box			
	Current Valid Passport	Biometric Residence Permit (UK)	
	Current Valid Driving Licence (Full/Provisional) (UK, Isle of Man, Channel Islands) Photo card only – must produce counterpart.	Birth Certificate (UK & Channel Islands) (issued at time of birth – including those issued by UK authorities overseas) (full or short form acceptable)	
GROUP 2a DOCUMENTS (Trusted Government/State Issued Documents)			
	Current UK Driving Licence photo card with counterpart	Current Non-UK Photo Driving Licence (valid for 12 months from the date applicant entered UK)	
	Birth Certificate (UK & Channel Islands) (issued after the time of birth by the General Register Office)	Marriage Certificate/Civil Partnership Certificate (UK & Channel Islands)	
	Adoption Certificate (UK & Channel Islands)	HM Forces ID Card (UK)	
	Fire Arms Licence (UK; Channel Islands)		
GROUP 2b DOCUMENTS (Financial/Social History Documents)			
	Mortgage Statement (UK/ EEA only) (Issued in last 12 months)	Bank/Building Society Statement (UK/ EEA only) (Issued last 3 months) or Account Opening Confirmation Letter UK (must still be valid)	
	Credit Card Statement (UK/EEA only) (Issued last 3 months)	Financial Statement (UK) (e.g. pension endowment, ISA)	
	P45/P60 Statement (UK & Channel Islands) (Issued in last 12 months)	Council Tax Statement (UK & Channel Islands) (Issued in last 12 months)	
	Work Permit/Visa (UK) (valid up to expiry date)	Utility Bill (UK) (electricity, gas, water, telephone NOT a mobile phone contract bill) (Issued in last 3 months)	
	Benefit Statement (e.g. Child Allowance/Pension) (Issued in last 3 months)	A document from Central/Local Government/Government Agency/Local Authority giving entitlement, benefits or services (UK & Channel Islands) (e.g. Dept for Work & Pensions; Employment Service; Customs & Revenue; Job Centre/Plus; Social Security) (Issued in last 3 months)	
	EU National ID Card (Must still be valid)	Cards carrying the PASS accreditation logo (UK & Channel Islands) (Must still be valid)	
	Letter of Sponsorship from future employment	Letter from Head Teacher or College	



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	provider (non UK/non EEA only) (relevant for applicants outside UK at time of application) (Must still be valid)	Principal (UK) (use only for 16/19 year olds in full time education when no other documents available) (Must still be valid)	
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FOR COMPLETION BY THE ID VERIFIER:

I confirm that I have seen the original identity documents as indicated above and photocopies are attached.

Full Name.....

Signed:Date: