



**SGD014 V1: CONFIRMATION OF IDENTITY- APPLICANTS FROM THE UK OR EEA
& VOLUNTEERS FROM OUTSIDE THE UK OR EEA**
(To be completed by the applicant in **BLOCK CAPITALS** using black ink)

If you have a disability that may make the completion of this form difficult the form can be completed by someone on your behalf however your signature will continue to be required.

In order to confirm your identity, you need to present original identity documents. As of 3rd September 2018, a live video link can be used for face-to-face examinations of identity documents, for example Skype and FaceTime. However, it is important to note that the person carrying out the identity check must be in physical possession of the original documents. The number and type of documents are detailed below, and acceptable forms of documentation are detailed overleaf.

Can you produce a document from Group 1?

YES	NO	NO and I cannot produce sufficient documents via route 2.	NO and I cannot produce sufficient documents via route 2 or 3.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(ID checked via route 1)	(ID checked via route 2)	(ID checked via route 3)	(ID checked via fingerprinting)
<p>You need 3 documents</p> <p>1 document from Group 1 and 2 further documents from either Group 1 or 2a/b. At least one document must show your current address. If you are not a national of the UK or the EEA and you are applying for voluntary work, you may need to be fingerprinted if you cannot show these documents.</p>	<p>You need 3 documents for E-bulk and paper applications. Paper applications will be posted to DBS.</p> <p>1 document from Group 2a and 2 further documents from either Group 2a or 2b. At least one must show your current address. You will also be required to have your ID validated by an external service. If you are an EEA national who has been resident in the UK for 5 years or less, you may need to be fingerprinted if you cannot show these documents.</p>	<p>You need 5 documents. Route 3 can only be used for a paper application and not via ebulk. <u>Yes</u> needs to be selected on W59 on the purple form.</p> <p>UK/Channel Islands birth certificate (issued after the time of birth), 1 document from Group 2a and 3 further documents from Group 2a or 2b. At least one must show your current address. You may need to be fingerprinted if you cannot show these documents. EEA nationals who have been resident in the UK for 5 years or less, you cannot use this Route.</p>	<p>This can only be done using a paper application and not via ebulk. <u>No</u> needs to be selected on W59 on the purple form.</p> <p>The DBS will send a letter asking you to attend a fingerprinting appointment at your local police station.</p>



CONFIRMATION OF IDENTITY (To be completed by the applicant in BLOCK CAPITALS using black ink)

Title:	Forename(s):	Surname:
<p>Any previous names: (if applicable). List ALL previous names. You must be able to provide proof of all your name changes; if you are unable to do so you must provide the ID verifier with a satisfactory explanation.</p>		
<p>Full Address including Postcode:</p>		
<p>Date you moved into your current address:</p>	<p>MM</p>	<p>YY</p>
<p>(Please provide below details of previous addresses if you have lived at your current address less than 5 years)</p>		
<p>Full address:</p>	<p>Full address:</p>	
<p>Dates from & to:</p>	<p>Dates from & to:</p>	
<p>Date of birth:</p>	<p>Place of birth:</p>	<p>National insurance / identity card number:</p>

Declaration (please read, sign & date)

- In the spirit of the Church's commitment to protect and safeguard the vulnerable in our communities, I understand that to knowingly provide inaccurate information or omit information will be considered a breach of trust and may result in me being asked to step down from post.
- I am supplying sufficient documents to confirm my identity for DBS application and safer recruitment practice. I agree to these documents being photocopied for DBS verification purposes and understand that they will be securely disposed of on receipt of a completed disclosure*. (* excepting regulated care homes as per CQC and CSSIW requirements).
- I consent to CSAS and its countersignatories using an external ID verification service for identification purposes where I cannot provide sufficient documents for a Route 1 check.
- I understand (in accordance with the General Data Protection Regulation 2016 and Data Protection Act 2018) that this form will be held securely in accordance with the Catholic Church's safeguarding record retention schedule.
- I declare that the information I have given on this form is correct.

Signed:

Dated:



DOCUMENTS TO CONFIRM IDENTITY – APPLICANTS FROM UK OR EEA

(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 / Ebulk reference:	
<p>The list below is the exhaustive list of acceptable Group 1, 2a and 2b documents as per the DBS ID guidelines from 3rd September 2018. Please note that some documents have particular validity periods.</p> <p>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 must evidence the current address. Additionally, there must be evidence of the current name and all name changes.</p>			
GROUP 1 DOCUMENTS (primary trusted identity credentials)			
<input checked="" type="checkbox"/>	DOCUMENT TYPE	<input checked="" type="checkbox"/>	DOCUMENT TYPE
	Passport - any current and valid passport		Biometric Residence Permit UK
	Current Driving Licence Photocard - full or provisional. UK, Isle of Man, Channel Islands and EEA. All licences must be valid in line with current DVLA requirements		Birth Certificate issued within 12 months of birth. UK, Isle of Man and Channel Islands – including those issued by UK authorities overseas, e.g. embassies, High Commissions and HM Forces
	Adoption Certificate UK and Channel Islands		
GROUP 2a DOCUMENTS (trusted government/state issued documents)			
	Current Driving Licence Photocard – full or provisional. All countries outside the EEA (excluding Isle of Man & Channel Islands). All licences must be valid in line with DVLA requirements.		Marriage Certificate/Civil Partnership Certificate. UK & Channel Islands.
	Current Driving Licence – (full or provisional), paper version (if issued before 1998). UK, Isle of Man, Channel Islands and EEA. All licences must be valid in line with DVLA requirements.		HM Forces ID Card UK.
	Birth Certificate – (including certified copies) issued 12 months or more after the time of birth. UK, Isle of Man and Channel Islands		Firearms Licence. UK, Channel Islands & Isle of Man.
	Immigration document, visa or work permit – Issued by a country outside the EEA. Valid only for roles whereby the applicant is living and working outside of the UK. Visa/permit must relate to the non-EEA country in which the role is based ¹		
GROUP 2b DOCUMENTS (financial/social history documents)			
		Date of doc.	Date of doc.

¹ This relates to where the appointment decision is being made in the UK. To be retained for 10 years and 1 day after person leaves the role. The form can be deleted sooner if a new application is made and a new ID verification form completed.



	Mortgage Statement. UK/ EEA only. (Issued in last 12 months).		Bank/Building Society Statement. UK & Channel Islands or EEA. (Issued in last 3 months)	
	Bank/Building Society Statement. Countries outside the EEA. (Issued in last 3 months). Branch must be in the country where applicant lives and works ² .		Bank or building society account opening confirmation letter. UK. (Issued in last 3 months)	
	Credit Card Statement. UK/EEA only. (Issued in past 3 months).		Financial Statement (e.g. pension, endowment, ISA) UK. (Issued in past 12 months)	
	P45/P60 Statement. UK & Channel Islands. (Issued in past 12 months)		Council Tax Statement. UK & Channel Islands. (Issued in past 12 months)	
	Utility Bill (electricity, gas, water, telephone NOT a mobile phone contract bill, no TV licence). UK. (Issued in past 3 months).		Benefit Statement. UK (e.g. Child Benefit, Pension). (Issued in past 3 months).	
	Central or local government, government agency, or local council document giving entitlement, e.g. from the Department for Work and Pensions, the Employment Service, HMRC. UK and Channel Islands. (Issued in past 3 months).		Letter of Sponsorship from future employment provider. Non-UK/non-EEA only - valid only for applicants residing outside of the UK at time of application. (Must still be valid).	
	Cards carrying the PASS accreditation logo. UK, Isle of Man & Channel Islands. (Must still be valid)		Letter from Head Teacher or College Principal. UK - for 16/19-year olds in full time education. Only used in exceptional circumstances if other documents cannot be provided. (Must still be valid)	
	EEA National ID Card (Must still be valid)		Irish Passport Card (Must still be valid and cannot be used with an Irish passport)	

I confirm that the applicant has provided sufficient evidence/ explanation to prove ALL their name changes. (Please check the box)

Evidence provided for all name changes:

***if sufficient documentary evidence has not been provided, a probing discussion must take place and be noted, explaining the changes.**

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:

Name of Parish (include town)/Religious Order or Organisation:

² This relates to where the appointment decision is being made in the UK.

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Signed:

Dated: