



Identity check form

Employees & volunteers of contractors & external agencies and DCC

employees (re-checking) To be used for all DBS applications submitted on or after 24 August 2012

In accordance with the DBS (formerly CRB) code of practice and guidance available at <http://www.homeoffice.gov.uk/agencies-public-bodies/crb/partners-reg-bodies/code-of-practice/>, you are required to thoroughly check and verify the identity of applicants applying for a DBS check. Please ensure that you check the originals of any required documents and that you satisfy yourself fully of their authenticity. This document will be taken as proof that the identity checker has fulfilled these obligations and Dorset County Council will inform the DBS of the name of the person who undertook identity verification for each applicant. Please note that all non EEA nationals must use Route 1. Please contact the County Council (HR) if the correct documents cannot be produced. NOTE: if using Route 2 please attach copies of all documents seen, these will be required for the external validation check and will be securely destroyed on satisfactory validation.

Route 1 - One document from Group 1, plus two documents from either Group 1, 2a or 2b. **Route 2** - If the applicant cannot produce any document from Group 1, check one document from Group 2a, two further documents from group 2a or 2b one of which must verify their current address. Identity checks via Route 2 will require external identity validation. In all cases please record the information directly from the original document. Please note that if the person's identity documents are not in the applicant's current name, official evidence of the name change (marriage certificate or deed poll evidence, etc.) should be seen and recorded.

Full name of applicant			
Job title/position of applicant			
Organisation name			
Is applicant working in regulated activity?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Is the applicant a volunteer?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Is the activity working with	<input type="checkbox"/> children	<input type="checkbox"/> adults	<input type="checkbox"/> both
Will the applicant be working with children or adults at the applicant's home address?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

Documents

Please verify which documents have been seen and checked by crossing the box next to those checked.

- Current valid passport
- Biometric residence permit (UK)
- Current driving licence (UK or EU) full or provisional (includes Isle of Man/Channel Islands)
- Birth certificate (UK or Channel Islands) issued within 12 months of birth – full or short form acceptable including those issued by UK authorities overseas. Such as Embassies, High Commissions and HM Forces
- Adoption Certificate (UK and Channel Islands)

Passport details

Passport no.		Issue date	
Nationality		Date of birth	

Driving licence details

Driving licence no.		Valid from	
Country of issue		Date of birth	
Is it a photographic driving licence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If so have you seen the photocard and the counterpart? (Jersey photocard only)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If Yes , is the photograph of the person interviewed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Address on the driving licence:			
Other comments			

One proof of address

e.g. recent utility bill (UK), credit card statement (UK or EEA only), bank or mortgage statement (UK or EEA only)

Note mobile telephone bills or documents printed from the internet are not acceptable

Type of document seen		Document date	
Recorded address: (including postcode)			

Birth/adoption certificate details

Place of birth	<input type="text"/>	Date of birth	<input type="text"/>
Country of issue	<input type="text"/>	Date of issue	<input type="text"/>

Evidence of name change (If identity documents are not in the applicant's current name)

Marriage certificate Deed Poll Other

If other, please specify:

Previous name

New name

Date of name change

Please place a tick against all original documents seen and checked and record the document date for documents denoted with * or **

Group 1 – Primary trusted identity credentials

- | | |
|--|--|
| <input type="checkbox"/> Current valid passport | <input type="checkbox"/> Biometric residence permit (UK) |
| <input type="checkbox"/> Current driving licence – photo card with counterpart where one is issued - (UK/Isle of Man/Channel Islands and EU (full or provisional) (Please note some European countries do not issue counterparts)) | <input type="checkbox"/> Birth certificate (UK and Channel Islands) – issued within 12 months of date of birth; full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces |
| <input type="checkbox"/> Adoption certificate (UK and Channel Islands) | |

Group 2a – Trusted government/state issued documents

- | | |
|--|---|
| <input type="checkbox"/> Birth certificate (UK and Channel Islands) – issued after 12 months of date of birth | <input type="checkbox"/> Current driving licence – photo card (where a counterpart has been issued but no counterpart is presented) - All countries (full or provisional) |
| <input type="checkbox"/> Current driving licence – paper version - UK/Isle of Man/Channel Islands and EU (full or provisional) | <input type="checkbox"/> Marriage/civil partnership certificate(UK and Channel Islands) |
| <input type="checkbox"/> HM Forces ID card (UK) | <input type="checkbox"/> Firearms Licence (UK and Channel Islands) |

Group 2b – Financial/social history documents

- | | |
|--|---|
| <input type="checkbox"/> Mortgage statement (UK or EEA) ** | <input type="checkbox"/> Bank/building society statement (UK or EEA) * |
| <input type="checkbox"/> Credit card statement (UK or EAA) * | <input type="checkbox"/> Financial statement **-e.g. pension endowment (UK) |
| <input type="checkbox"/> P45/P60 statement ** (UK and Channel Islands) | <input type="checkbox"/> Council tax statement ** (UK and Channel Islands) |
| <input type="checkbox"/> Work permit/visa (UK) ** (UK residence permit) valid up to expiry date | <input type="checkbox"/> Utility bill (UK) * - not mobile telephone |
| <input type="checkbox"/> Benefit statement * - e.g. child allowance, pension | <input type="checkbox"/> EU national ID card |
| <input type="checkbox"/> Bank/building society account opening confirmation letter (UK) | <input type="checkbox"/> Cards carrying the PASS accreditation logo (UK and Channel Islands) |
| <input type="checkbox"/> Letter from headteacher or college principal (UK 16 to 19 year olds in full time education) (only in exceptional circumstances when no other documents can be used) | <input type="checkbox"/> Letter of sponsorship from future employment provider (non UK) Non EEA only – if residing outside of the UK at time of application |
| <input type="checkbox"/> A document from central/local government/government agency/local authority giving entitlement (UK and Channel Islands)*- e.g. from the Department for Work and Pensions, the Employment Service, Customs & Revenue, Job Centre , Job Centre Plus, Social Security | |

Please note - If a document in the list of valid identity documents is denoted with;

* - it should be less than three months old ** - it should be issued within the past 12 months
not denoted – it can be more than 12 months old

Endorsement

I certify that I have personally seen the originals of the documents detailed above, and that I am satisfied of their authenticity. I understand that this form will be used as evidence of identity for DBS checking purposes and I have read and understood the county council's guidance on identity checking.

Name (in BLOCK CAPITALS)

Signature Date

External Identity Validation Check - Applicant Consent

I consent to Dorset County Council undertaking a search with Experian for the purposes of verifying my identity. To do so Experian may check the details I supply against my particulars on any database (public or otherwise) to which they have access. Experian may also use my details in the future to assist other companies for verification purposes. I understand that a record of the search will be retained.

Signed

Name (please print)

Date