

The post for which you have applied is subject to a criminal background check using the services of the Disclosure and Barring Service. As part of this process and our own recruitment procedures, we need to be satisfied with the identity of the job applicant. Therefore you need to complete this form and bring it with you to interview along with the **original** documents being used to verify your identity.

If successful at interview you will need to complete an electronic application form, more details will be provided at that time.

E-Mail address (Please make sure you complete this information if you have an e-mail address)

Please Note: if you do not have an e-mail address and you are successful you will be asked to return at a later date in order to complete your DBS on-line application form, you will be set up with a unique User ID and Password in order to complete your on-line application, where you will be asked to answer one of the following security questions.

Security Questions:

Favourite Colour Mother's Maiden Name

Applicant details : Position/Job Title :

Title: Male Female Surname:
 Forename(s): Middle Name (s):
 Date of birth: NI Number:

(Please note if you have had a change of surname, you will be required to provide previous details and evidence – this will include ‘from’ and ‘to’ dates).

Current Address:

Town/City: County:
 Postcode:X... Telephone:

(Please note you will be **required to provide 5 years address history** – this will include ‘from’ and ‘to’ dates and should also show overseas addresses if applicable. **If you have lived overseas in the last five years you will need to obtain a certificate of good conduct from the relevant Embassy/Country.** Please attach a separate piece of paper if required.

PLEASE LIST ANY OVERSEAS COUNTRIES YOU HAVE LIVED IN DURING THE LAST 5 YEARS: (If none please state NONE)

Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198?

Yes No

To have a Disclosure and Barring Service (DBS) check it is necessary for you to produce proof of identity and current address. Evidence of **any** name change is required. **NB: Only original documents are acceptable.** Please complete the details over the page of the documents you are providing, then sign the form and hand it, together with the original documents to the appointing manager, who will check the documents and return them to you.

[DBS ID checking Guidelines.](#)

Route 1 - The applicant must be able to show:

- one document from Group 1, below
- two further documents from either Group 1, or Group 2a, or 2b, below

At least one of the documents must show the applicant's current address.

If the applicant isn't a national of the UK and is applying for voluntary work, they may need to be fingerprinted if they can't show these documents.

Route 2 - Route 2 can only be used if it's impossible to process the application through Route 1.

If the applicant isn't a national of the UK and is applying for voluntary work they can't use Route 2.

If the applicant doesn't have any of the documents in Group 1, then they must be able to show:

- one document from Group 2a

- two further documents from either Group 2a or 2b

At least one of the documents must show the applicant's current address. The organisation conducting their ID check must then also use an appropriate external ID validation service to check the application – The ID checker will be asked to confirm we can do this in the application process.

Route 3 - Route 3 can only be used if it's impossible to process the application through Routes 1 or 2.

For Route 3, the applicant must be able to show:

- a birth certificate issued after the time of birth (UK, Isle of Man and Channel Islands)
- one document from Group 2a
- three further documents from Group 2a or 2b

At least one of the documents must show the applicant's current address. If the applicant can't provide these documents they may need to be fingerprinted.

DISCLOSURE AND BARRING SERVICE - IDENTIFICATION EVIDENCE FORM

Group 1 Documents – Primary Trusted Identity Credentials Non-EEA nationals are required to provide one primary document (establishing RTW), along with two supporting documents, one of which must confirm the applicant's current address. All ID documents must be in the applicant's current names as per the application submission & one document must confirm the applicant's date of birth		
Current valid passport – Any Nationality Passport Number:	Biometric Residence Permit (UK) ID Card Number:	
Issue Date:	Valid until:	
Nationality:	Place & Date of Issue:	
Date of Birth:	Type of Permit:	
Date of Expiry:	Date & Place of Birth:	
	Nationality:	
	Remarks (these are the immigration entitlements for the length of the holder's stay):	
Group 2a Documents – Trusted Government/State Issued Documents		
Current Full or Provisional Driving Licence Photocard – Issued in UK, Isle of Man, Channel Islands. Country of issue (UK, Isle of Man, Channel Islands):	Original Birth Certificate including those issued by UK authorities overseas, for example embassies, High Commissions and HM Forces- issued within 12 months of birth or less - full or short form	
Licence Number:	Date of Birth:	
Valid from:	Date of Issue:	
Date of Birth:	Country of Issue:	
	Date of Issue:	
Adoption Certificate (UK & Channel Islands)		
Group 2a Documents – Trusted Government/State Issued Documents		
Certified copy of Birth Certificate (UK & Channel Islands) – issued after time of birth Issued in UK, Isle of Man, and Channel Islands	Current driving licence (full or provisional) – All countries outside the UK (excluding Isle of Man and Channel Islands) – Paper copy not accepted.	Current driving licence (full or provisional) - paper version (if issued before 1998) Issued in :UK, Isle of Man, and Channel Islands
Date of Issue:	Licence Number:	Licence Number:
Date of Birth:	Valid from:	Valid from:
	Date of Birth:	Date of Birth:
	Country of issue:	Issued in:
	Date entered UK:	Date entered UK:
Fire Arms Licence (UK, Channel Islands and Isle of Man) Date of issue: No:	Marriage/Civil Partnership Certificate (UK and Channel Islands) Date of issue:	HM forces ID card (Issued in UK)
Group 2b Documents – Financial/Social History Documents (ALWAYS include issue date & name of Org)		
Central or local government, government agency, or local council document giving entitlement, for example from the Department for Work and Pensions, the Employment Service, HMRC (UK & Channel Islands)*	Financial statement, for example pension or endowment (UK) **	
Bank or building society account opening confirmation letter (Issued in the UK)*	Letter from Head Teacher or College Principal (16/19 year olds in full time education - UK only) Must still be valid	

	and only used in exceptional circumstances if other documents cannot be provided
Bank or building society statement (UK and Channel Islands) *	Letter of sponsorship from future employment provider (Non-UK/Non-EEA only for applicants residing outside of UK at time of application) Must still be valid
Bank or building society statement (Countries outside the UK) The branch must be in the country where the applicant lives and works *	Credit Card statement (UK) *
Benefit Statement e.g. Child Allowance, Pension (Issued in the UK)*	Mortgage Statement (UK) **
Cards carrying the PASS accreditation logo (UK, Isle of Man and Channel Islands) Must still be valid	P45/P60 statement (UK & Channel Islands) **
Council Tax Statement (UK & Channel Islands) **	Utility bill (<u>NOT</u> Mobile phone) (UK) *
EEA National ID Card - Must still be valid	*= MUST be less than 3 months old **=MUST be within last 12 months no asterisk = can be more than 12 months old you MUST NOT accept documentation printed from the internet
Irish Passport Card Cannot be used with an Irish passport Must still be valid	

The documents must be originals, not copies.

At least one of the documents from either the primary or supporting documents lists must show the applicant's current address.

Applicants who aren't a national of the UK

Applicants who aren't a UK national and who want to do paid work or to study in the UK must follow the DBS' international route. They must provide one document from a list of non-UK primary documents and two further supporting documents.

If an applicant is unable to provide this documentation, they can't submit a DBS check. This is because the right to work in the UK can't be established.

The DBS will now allow recruiting organisations to evidence a non-UK applicant's immigration status using one of the government's online services. This includes the View and Prove service or using the BRP or BRC online services.

An option to do this will be presented in the ID matrix. This will indicate the applicant's immigration status will be verified outside of the Disclosures Manager system using one of these online services. During the ID check we'll ask the person, verifying the applicant's other documents, to make a declaration that the immigration status has been verified. A record of this will be added to the application audit trail.

To the best of my knowledge, the information provided is accurate and relates to me.

Signature of applicant: _____ Date: _____

Evidence checked by: _____ Date: _____