**DBS ID Verification**

**To be completed by social worker for purpose of verification of identity**

|  |  |
| --- | --- |
| Full Name of Applicant: |  |
| Address: |  |
| Position Applied For: |  |
| Support Carer For: |  |
| Social Worker: |  |
| Admin Worker: |  |
| Date Completed: |  |

**ROUTE ONE: (see guidance notes)**

**PASSPORT DETAILS**

|  |  |
| --- | --- |
| Passport Number: |  |
| Nationality: |  |
| Date of Birth: |  |
| Date of Issue: |  |
| Expiry Date: |  |

**DRIVING LICENCE DETAILS**

|  |  |
| --- | --- |
| Driving Licence Number: |  |
| Licence Type: | Paper: |  | Photo card: |  |
| Licence Valid From: |  |
| Date of Birth: |  |
| Country of Issue | UK: |  | Other: |  |

**BIRTH CERTIFICATE**

|  |  |
| --- | --- |
| Date of Birth: |  |
| Date of Issue: (date bottom right hand corner) |  |
| Country of Issue: | UK: |  | Other |  |

**MARRIAGE CERTIFICATE**

|  |  |
| --- | --- |
| Issue Date: |  |

**OTHER EVIDENCE – current address details checked**

\* Issued within 3 months \*\* Issued within 12 months

|  |  |  |
| --- | --- | --- |
| Recent Bank Statement\* | Date Issued: |  |
| Recent Mortgage or Financial Statement\*\* | Date Issued: |  |
| Recent Credit Card Bill\* | Date Issued: |  |
| Recent Council Tax Bill\*\* | Date Issued: |  |
| Recent Pe5/P60 | Date Issued: |  |
| Recent Utility Bill specify Gas, Electric, Water or Landline Phone\* | Date Issued: |  |
| Other | Date Issued: |  |

**ROUTE TWO: see guidance notes**

|  |  |
| --- | --- |
| Bank Account Details |  |
| Bank Name: |  |
| Name on Account: |  |
| Sort Code: |  |
| Account Number: |  |

**DBS USE ONLY**

|  |  |
| --- | --- |
| DBS ID Number: |  |
| External ID verified: |  |
| Date Countersigned: |  |
| Countersigned By: |  |

**Route One:**

Requires at least 1 piece of evidence from Group 1, and 2 others from Groups 1, 2a & 2b

**Route Two:**

This route should be used when the applicant does not have anything in Group 1 as evidence. They will need at least 1 evidence from group 2a and a further 2 pieces from 2a and 2b

In addition to this we will need to undertake an external verification check, which requires their bank account details. These details have to be emailed to the DBS external checking service.

**Address**

You need to ensure that you see evidence of the persons current address, such as their bank statement, council tax statement.

**Group 1 – Primary Trusted Identity Credentials**

* Current valid Passport
* Biometric Residence Permit (UK)
* Current Driving Licence (UK, Isle of Mann/Channel Islands) (Full or Provisional)
* Birth Certificate (UK and Channel Islands) – issued at time of birth
* Adoption Certificate (UK and Channel Islands)

**Group 2a – Trusted Government/State Issued Documents**

* Current UK Driving Licence (old style paper version) (All Countries)
* Birth Certificate (UK and Channel Islands) issued after birth
* Marriage/Civil Partnership Certificate (UK and Channel Islands)
* HM Forces ID Card (UK)
* Fire Arms Licence (UK and Channel Islands)

**Group 2b – Financial/Social History Documents**

* Mortgage Statement\*\*
* Bank/Building Society Statement\*
* Bank/Building Society Account Opening Confirmation Letter
* Credit Card Statement\*
* Financial Statement\*\* eg pension, endowment, ISA
* P45/P60 Statement\*\*
* Council Tax Statement\*\*
* Work Permit/Visa\*\* (UK Residence Permit valid up to expiry date)
* Utility Bill\* – Gas
* Utility Bill\* – Electricity
* Utility Bill\* – Water
* Utility Bill\* – Landline Phone
* Benefit Statement\* eg Child Allowance, Pension
* A document from Central/Local Government/Government Agency/Local Authority giving entitlement (UK & Channel Islands)\* eg from the Department for Work and Pensions, the Employment Service, Customs & Revenue, Job Centre Plus, Social Security
* EU National ID Card
* Cards carrying the PASS accreditation logo (UK and Channel Islands)
* Letter from Head Teacher or College Principal (16 – 19 year olds in full time education in the UK)

**PLEASE NOTE:**

If a document in the above List of Valid Identity Documents is:

* Denoted with \* - it should be less than 3 months old
* Denoted with\*\* - it should be issued within the past 12 months
* Not Denoted – it can be more than 12 months old