



Liverpool Archdiocese

CONFIRMATION OF IDENTITY

(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 is required.

In order to confirm identity you need to present original identity documents. The number and type of documents are detailed below and acceptable forms of documentation are detailed overleaf.

ID Verifier is to tick the box to indicate which ID verification route is being used

Can you produce a Group 1 document?

YES	NO	NO I cannot produce sufficient documents via route 1, 2
<input type="checkbox"/> (ID checked via route 1)	<input type="checkbox"/> (ID checked via route 2)	<input type="checkbox"/> (ID checked via fingerprinting Route 3)
You need 3 documents	You need 5 documents 1 must be a birth certificate (issued after the time of birth, UK & Channel Islands) & 4 further documents	This can only be done using a paper application and not via ebulk.
1 document from Group 1 and 2 further documents from either Group 1 or 2a/b. At least one document must evidence current name, date of birth, and current address.	Birth certificate and 4 further documents from either Group 2a or 2b. At least 1 document must evidence the date of birth, current name current & address. You will also be required to have your ID validated by an external service; should you fail the external validation you will be required to go for a finger print check Only one document from each category can be submitted.	The DBS will send a letter asking you to attend a fingerprinting appointment at your local police station.

To be completed by the applicant.

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

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 within 6 months* of the date of 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 Data Protection Act 1998) that this Form will be held securely for 75 years.
- I declare that the information I have given on this form is correct.

Signed:

Dated:

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:			
The list below is the exhaustive list of acceptable Group 1, 2a and 2b documents as per the Home Office (October 2012). Please note that some documents have particular validity periods.			
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 most recent name change as well as all previous name changes being listed on page 2.			
GROUP 1 DOCUMENTS (primary trusted identity credentials)			
<input checked="" type="checkbox"/>	DOCUMENT TYPE	<input checked="" type="checkbox"/>	DOCUMENT TYPE
	Passport - any current valid passport Passport Number:		Biometric Residence Permit UK
	Current Driving Licence Photocard - full or provisional. UK, Isle of Man, Channel Islands & EU. All licences must be valid in line with current DVLA requirements Driving Licence Number:		Birth Certificate issued within 12 months of birth. UK & 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 – photo card - full or provisional. All countries outside the EU (excluding Isle of Man & Channel Islands). 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 EU. All licences must be valid in line with DVLA requirements.		HM Forces ID Card UK.
	Birth Certificate - issued after the time of birth. UK, Channel Islands		Firearms Licence. UK, Channel Islands
GROUP 2b DOCUMENTS (financial/social history documents)			
		Date of document	
	Mortgage Statement. UK/ EEA only (issued in past 12 months).		Bank/Building Society Statement. UK & Channel Islands/ EEA only or Account Opening Confirmation Letter UK Only (issued in past 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)	
	Work Permit/Visa. UK (Must be valid)		Utility Bill (electricity, gas, water, telephone NOT a mobile phone contract bill). UK (issued in past 3 months).	
	Benefit Statement (e.g. Child Allowance, UK 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).	
	EU National ID Card (Must be valid)		Cards carrying the PASS accreditation logo. UK, Isle of Man & Channel Islands (Must be valid)	
	Letter of Sponsorship from future employment provider non UK/non EEA only (relevant for applicants outside UK at time of application). (Must be valid).		Letter from Head Teacher or College Principal UK (use only for 16/19 year olds in full time education in exceptional circumstances when no other documents available)	

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

Evidence provided:

*if sufficient documentary evidence has not been provided, a probing discussion must take place to explain and be noted

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: **Dated:**

Please state name of Parish (include town)

Religious Order or Organisation: