

**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 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.

Can you produce a document from Group 1?

YES

(ID checked via route
1)

**You need 3
documents**

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.

NO

(ID checked via route
2)

**You need 5
documents if using
ebulk and 3 for paper
applications.**

1 document from Group 2a and 4 (2 if a paper application) 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.

**NO
and I cannot
produce sufficient
documents via route
2.**

(ID checked via route
3)

**You need 5
documents.
Route 3 can only be
used for a paper
application and not
via ebulk. Yes needs
to be selected on
W59 on the purple
form.**

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 Route 3.

**NO
and I cannot produce
sufficient documents
via route 2 or 3.**

(ID checked via
fingerprinting)

**This can only be
done using a paper
application and not
via ebulk. No needs
to be selected on
W59 on the purple
form.**

The DBS will send a letter asking you to attend a fingerprinting appointment at your local police station.

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

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 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 Home Office (October 2017). 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 most recent name change as well as all previous name changes being listed of page 2.</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.
	Mortgage Statement. UK/ EEA only. (Issued in last 12 months).		Bank/Building Society Statement. UK & Channel Islands or EEA. (Issued in last 3 months)	

¹ This relates to where the appointment decision is being made in the UK.

	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) 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)			

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

Evidence provided:

*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:

Signed:

Dated:

**Please state name of Parish
((include town)/Religious Order
or Organisation:**

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