

ALL SECTIONS ARE TO BE COMPLETED BY THE IDENTITY EVIDENCE CHECKER ONLY

Applicants
Name:

DBS
Form No:

In accordance with the DBS code of practice and guidance available at www.homeoffice.gov.uk/agencies-public-bodies/dbs/ 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.

THERE ARE THREE ROUTES AVAILABLE TO YOU AS IDENTITY CHECKERS:

Guidance for Non-UK Nationals:

1. Applicants who are NOT a national of the UK applying for voluntary work can only use Route 1 and may need to be fingerprinted if they cannot produce the required documents.
2. For all Non-UK Nationals who want to do paid work refer to www.gov.uk ID Checking for Guidelines for DBS applications/applicants who are not a national of the UK.

Route One - is the most straight forward route and requires:

- ✓ 1 document from Group 1 **AND**
- ✓ 2 further documents from Group 1, 2a or 2b; at least one of which must verify their current address and the same or alternative document must verify their Date of Birth

If the applicant satisfies Route one, then the document check is complete. If the applicant cannot produce a Group 1 document, then go to Route Two.

Route Two - Can only be used if it is impossible to process the application through Route 1

The applicant must produce:

3 documents from Group 2 comprising of;

- ✓ 1 document from Group 2a; and
- ✓ 2 further documents from Group 2a or 2b; at least one of which must verify their current address and the same or alternative document must verify their Date of Birth **AND**

The organisation conducting the ID check will then need to ensure an appropriate external ID validation service is used to check the applicant against their records to establish the applicant's name and living history footprint.

PLEASE NOTE: The external validation service can be obtained through Dorset Youth Association.

If the applicant is not a national of the UK and is applying for voluntary work they cannot use Route 2.

Route Three - Can only be used if it is impossible to process the application through Routes 1 or 2.

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

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

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

List of Valid Identity Documents

Please use the boxes to tick off which documents you have seen to establish the applicants' identity.

- **ALL documents must be in the applicant's current name as recorded at Section A on the DBS form**
- you must only accept valid, current and original documentation
- you must not accept photocopies
- you must not accept documentation printed from the internet e.g. internet bank statements
- all changes of name must be verified

Group 1: Primary identity documents

Document	Notes
<input type="checkbox"/> Passport	Any current and valid passport
<input type="checkbox"/> Biometric residence permit	UK
<input type="checkbox"/> Current driving licence photocard - (full or provisional)	UK, Isle of Man, Channel Islands From 8 June 2015, the paper counterpart to the photocard driving licence will not be valid and will no longer be issued by DVLA
<input type="checkbox"/> Birth certificate - issued within 12 months of birth	UK, Isle of Man and Channel Islands - including those issued by UK authorities overseas, for example embassies, High Commissions and HM Forces
<input type="checkbox"/> Adoption certificate	UK and Channel Islands

Group 2a: Trusted government documents

Document	Notes
<input type="checkbox"/> Current driving licence photocard - (full or provisional)	All countries outside the UK (excluding Isle of Man and Channel Islands)
<input type="checkbox"/> Current driving licence (full or provisional) - paper version (if issued before 1998)	UK, Isle of Man, Channel Islands

Birth certificate - issued after time of birth UK, Isle of Man and Channel Islands

Marriage/civil partnership certificate (**required for each change of name**) UK and Channel Islands

Immigration document, visa or work permit Issued by a country outside the UK. Valid only for roles whereby the applicant is living and working outside of the UK. Visa/permit must relate to the non-UK country in which the role is based

HM Forces ID card UK

Firearms licence UK, Isle of Man and Channel Islands

All driving licences must be valid. <https://www.gov.uk/driving-nongb-licence>

Group 2b: Financial and social history documents

Document	Notes	Issue date and validity
<input type="checkbox"/> Mortgage statement	UK	Issued in last 12 months
<input type="checkbox"/> Bank or building society statement	UK and Channel Islands Original copy received in the post, not downloaded from the internet	Issued in last 3 months
<input type="checkbox"/> Bank or building society statement	Countries outside the UK Original copy received in the post, not downloaded from the internet	Issued in last 3 months - branch must be in the country where the applicant lives and works
<input type="checkbox"/> Bank or building society account opening confirmation letter	UK	Issued in last 3 months
<input type="checkbox"/> Credit card statement	UK	Issued in last 3 months

<input type="checkbox"/> Financial statement, for example pension or endowment	UK	Issued in last 12 months
<input type="checkbox"/> P45 or P60 statement	UK and Channel Islands	Issued in last 12 months
<input type="checkbox"/> Council Tax statement	UK and Channel Islands	Issued in last 12 months
<input type="checkbox"/> Letter of sponsorship from future employment provider	Non-UK only - valid only for applicants residing outside of the UK at time of application	Must still be valid
<input type="checkbox"/> Utility bill – Gas, Electricity or Water	UK – not a landline or mobile telephone bill	Issued in last 3 months
<input type="checkbox"/> Benefit statement, for example Child Benefit, Pension	UK	Issued in last 3 months
<input type="checkbox"/> 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 and Channel Islands	Issued in last 3 months
<input type="checkbox"/> EEA National ID card	-	Must still be valid
<input type="checkbox"/> Irish Passport Card	Cannot be used with an Irish passport	Must still be valid
<input type="checkbox"/> Cards carrying the PASS accreditation logo	UK, Isle of Man and Channel Islands	Must still be valid
<input type="checkbox"/> Letter from head teacher or college principal	UK - for 16 to 19 year olds in full time education - only used in exceptional circumstances if other documents cannot be provided	Must still be valid

Applicants Details

Full Name:

Position Applied For:

Organisation Name:

Change of Name

Previous Name:

Document Seen:

Previous Name:

Document Seen:

If document(s) not available, I confirm discussion held to verify change of name and I am assured of the validity of the applicant: Yes

Passport Details

Passport Number:

Issue Date:

Nationality:

Date of Birth:

Driving Licence Details

Driving Licence No:

Issue Date:

Country of Issue:

Is it a photocard licence? Yes No If **YES**, is the photograph of the applicant? Yes No

Address on the driving licence:

Proof of Date of Birth:

Type of document seen:

Proof of Address e.g. recent utility bill, credit card statement, bank statement or mortgage statement (must be original copies not downloaded for the internet)

Type of document seen:

Document Date:

Recorded address:
(including postcode)

THIS SECTION IS TO BE COMPLETED BY THE EVIDENCE CHECKER ONLY **Circle as appropriate**

1. Is the applicant a Volunteer? **Yes** **No**
2. Will the applicant be working with children or adults at the **APPLICANTS** home address? **Yes** **No**
3. Is the applicant a new or existing employee or volunteer? **New** **Existing** **Existing post-holder
being rechecked**

Evidence Checker Printed Name.....

Position in Organisation..... **Contact Phone**.....

E-mail address.....

Working with children & young people under 18

Please follow the flow diagram and cross all boxes that apply, does the role involve any of the following activities?

PLEASE ANSWER QUESTION 1 FOR ALL APPLICATIONS

1. Does the role involve working **ONLY** with young people who are 16 or 17 and who are volunteers or employees?
 YES NO

2. Does the role involve helping ill or disabled children with eating, drinking, washing, dressing or going to the toilet?
 YES

3. Does the role involve moderating an online chatroom or online media?
 YES

4. Does the role involve driving children and adult supervising young people?
 YES

5. Does the role involve volunteering in a school, children's home, or childcare premises?
 YES

6. Does the role involve giving advice about physical, emotional or educational wellbeing, for example as a therapist?
 YES

7. Does the role involve teaching, training, or supervising children but not in a school, nursery, children's centre or home or childcare premises?
 YES

Will the work be done more than 3 times per month?
 YES NO

Will the work be done frequently? **
 YES NO

Will the work be done frequently? **
 YES NO

Will the work be done frequently? **
 YES NO

Is the work supervised?
 YES NO

Description of the activity with children / young people:

** Answer 'yes' if the role involves any of the following:
 -working more than 3 times a month with children
 -ever working overnight (Between 2am and 6am) where there may be face-to-face contact with children

Endorsement

I certify that I have personally seen the original documents of all the identification indicated in this form and 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 DBS guidance on identity checking.

I certify that I have selected the correct categories on the working with children and/or working with adult's flow charts to prove the appropriate level of DBS check.

Privacy Notice

DYA collects stores and uses identifiable information about you in order to provide our services to you. We collect information required as ID checker for DBS checks only and retain it securely for a limited period. Read Dorset Youth Association's privacy statement in full here: <https://www.dorsetyouth.com/privacy-policy>

Name (in BLOCK CAPITALS)

Signed

Date:

PLEASE do not complete the back page of the DBS application form

TO BE HANDED TO THE APPLICANT APPLYING FOR DISCLOSURE

When your Disclosure Certificate arrives sign up to the update service* and show your Certificate to your employer or the organisation for whom you are volunteer.

***All applicants applying for disclosure are encouraged to sign up to the update service.**

For volunteers it is **free of charge, for employees it costs £13 per year (you can pay by debit or credit card).**

This will allow the disclosure to be transferable, between organisations in the same sector.

You can join the Update Service within 30 days of the 'date of issue' displayed on your certificate.

<https://www.gov.uk/dbs-update-service>

When you join, you'll get an online account that lets you:

- Take your certificate from one job to the next
- Give employers permission to check your certificate online, and see who has checked it
- Add or remove a certificate

Employers and other organisations

Once permission is given organisations can check someone's DBS certificate status online and get a result straight away. There's no registration process or fee for employer to check a certificate online but employers:

- Must be legally entitled to carry out a check
- Have the individual's permission

DBS Code of Practice refers to information exchanged between the DBS and Dorset Youth Association.