

Diocese of Durham

VALIDATORS DBS DOCUMENT CHECKLIST

Please note that:

- 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
- The applicant's name, date of birth and address must be validated
- Where possible photographic identity should be checked (e.g. passport, new style driving licence) and compared against the applicant's likeness.
- ALL documents **must** be in applicant's **current name** as recorded in Section A.
- One document **must** confirm the applicant's **date of birth** as recorded in Section A.
- You **must** ensure that the applicant declares all previous name changes. Ask to see additional documents to show the previous names.
- You **must** see at least one document to confirm the applicant's **current address** as recorded in Section B, which is no older than three months.
- A full and continuous address history covering the last **five** years should be provided. Ask to see additional documents showing the previous addresses.
- You should not accept the foreign equivalent of an identity document if that document is listed as '(UK)' on the list of valid identity documents.
- Do not accept two documents from the same organisation.

Please complete the checklist overleaf to confirm which identity documents have been checked. Please then return the completed checklist to the Diocesan Office with the application form.

NOTE: If the applicant has a Group 1 document it is vital that it is shown to you. If not, the process will be delayed and will require an external identity check, with additional cost.

HOW MANY DOCUMENTS MUST BE VALIDATED?

If the applicant can produce a **Group 1** identity document then it **MUST** be produced with **TWO** further documents from Group 1 or 2a or 2b; one of which must verify the applicant's current address.

If the applicant cannot produce a Group 1 document then **THREE** documents from **Group 2** **MUST** be produced comprising of:

- 1 document from Group 2a; **and**
- 2 further documents from Group 2a or 2b; one of which must verify their current address

An external ID validation service will then be used to establish the applicant's name and identity.

If the applicant cannot meet the above requirements, then please contact the Diocesan Office.

NAME OF APPLICANT:		FORM REF NO:	
GROUP 1 VALID IDENTITY DOCUMENTS			<i>Please tick</i>
Any current and valid Passport			
Biometric Residence Permit (UK)			
Current Driving Licence Photo Card (Full or Provisional) (UK/Isle of Man/Channel Islands & EU)			
Birth Certificate (UK & Channel Islands) – issued at time of birth; including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces. (Photocopies are NOT acceptable)			
Adoption Certificate (UK and Channel Islands)			
GROUP 2a VALID IDENTITY DOCUMENTS			<i>Please tick</i>
Current Driving Licence (old style paper version issued before 1998) (UK, Isle of Man, Channel Islands and EU)			
Current Photo Card Driving Licence (Non-UK licences must be valid for up to 12 months from the date the applicant entered the UK)			
Birth Certificate (UK and Channel Islands) (issued after the time of birth by the General Register Office/relevant authority, ie Registrars – Photocopies are NOT acceptable)			
Marriage/Civil Partnership Certificate (UK and Channel Islands)			
HM Forces ID Card (UK)			
Fire Arms Licence (UK and Channel Islands & Isle of Man)			
GROUP 2b VALID IDENTITY DOCUMENTS			<i>Please tick</i>
Mortgage Statement (UK or EEA) (issued within last 12 months)			
Bank/Building Society Statement (UK or EEA) (documentation should be less than 3 months old)			
Bank or Building Society Account opening confirmation letter (UK) (document should be less than 3 months old)			
Credit Card Statement (UK or EEA) (documentation should be less than 3 months old)			
Financial Statement, eg pension, endowment, ISA (UK) (issued within last 12 months)			
P45/P60 Statement (UK & Channel Islands) (issued within last 12 months)			
Council Tax Statement (UK & Channel Islands) (issued within last 12 months)			
Work Permit/Visa (UK) (UK Residence Permit) (Valid up to expiry date)			
Letter of Sponsorship; from future employment provider (Non-UK/Non-EEA only – valid only for applicants residing outside of UK at time of application) (must still be valid)			
Utility Bill (UK) (documentation should be less than 3 months old) NOT mobile telephone			
Benefit Statement eg Child Benefit, Pension (documentation should be less than 3 months old)			
A document from Central/Local Government/Government Agency/ Local Authority giving entitlement (UK & Channel Islands) for example, from the Department for Work and Pensions, Employment Service, Customs and Revenue, Job Centre, Job Centre Plus, Social Security (documentation should be less than 3 months old)			
EU National ID Card (must still be valid)			
Cards carrying the PASS accreditation logo (UK & Channel Islands) (must still be valid)			
Letter from a Head Teacher or College Principal (16/19 year olds in full time education – only used in exceptional circumstances if other documents cannot be provided)			

Please tick appropriate box to indicate documentation seen.

Checked by: _____

Date: _____