

## **ALL SECTIONS ARE TO BE COMPLETED BY THE EVIDENCE CHECKER ONLY**

Applicants Name:

DBS No:

In accordance with the DBS code of practice and guidance available at [www.homeoffice.gov.uk/agencies-public-bodies/dbs/](http://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 ID CHECKERS:**

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

- ✓ 1 document from Group 1 **AND**
- ✓ 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.

If the applicant is not a national of the UK or the European Economic Area (EEA) and is applying for voluntary work they may need to be fingerprinted if they can't show these documents.

**Route Two** - 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 an EEA national who's been resident in the UK for 5 years or less they may need to be fingerprinted if they can't show these documents.

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

**EEA nationals who've been residents in the UK for 5 years or less can't use Route 3.**

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 can't provide these documents they may need to be fingerprinted.

## List of Valid Identity Documents

### Group 1: Primary identity documents

<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 and EU
<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

<input type="checkbox"/> Current driving licence photocard - (full or provisional)	All countries outside the EU (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 and EU
<input type="checkbox"/> Birth certificate - issued after time of birth	UK, Isle of Man and Channel Islands
<input type="checkbox"/> Marriage/civil partnership certificate	UK and Channel Islands
<input type="checkbox"/> HM Forces ID card	UK
<input type="checkbox"/> Firearms licence	UK, Channel Islands and Isle of Man

### Group 2b: Financial and social history documents

<input type="checkbox"/> Mortgage statement	UK or EEA	Issued in last 12 months
<input type="checkbox"/> Bank or building society statement	UK and Channel Islands or EEA	Issued in last 3 months

<input type="checkbox"/> Bank or building society account opening confirmation letter	UK	Issued in last 3 months
<input type="checkbox"/> Credit card statement	UK or EEA	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"/> Work permit or visa	UK	Valid up to expiry date
<input type="checkbox"/> Letter of sponsorship from future employment provider	Non-UK or non-EEA only - valid only for applicants residing outside of the UK at time of application	Must still be valid
<input type="checkbox"/> Utility bill	UK - not 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"/> EU National ID card	-	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:

**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**

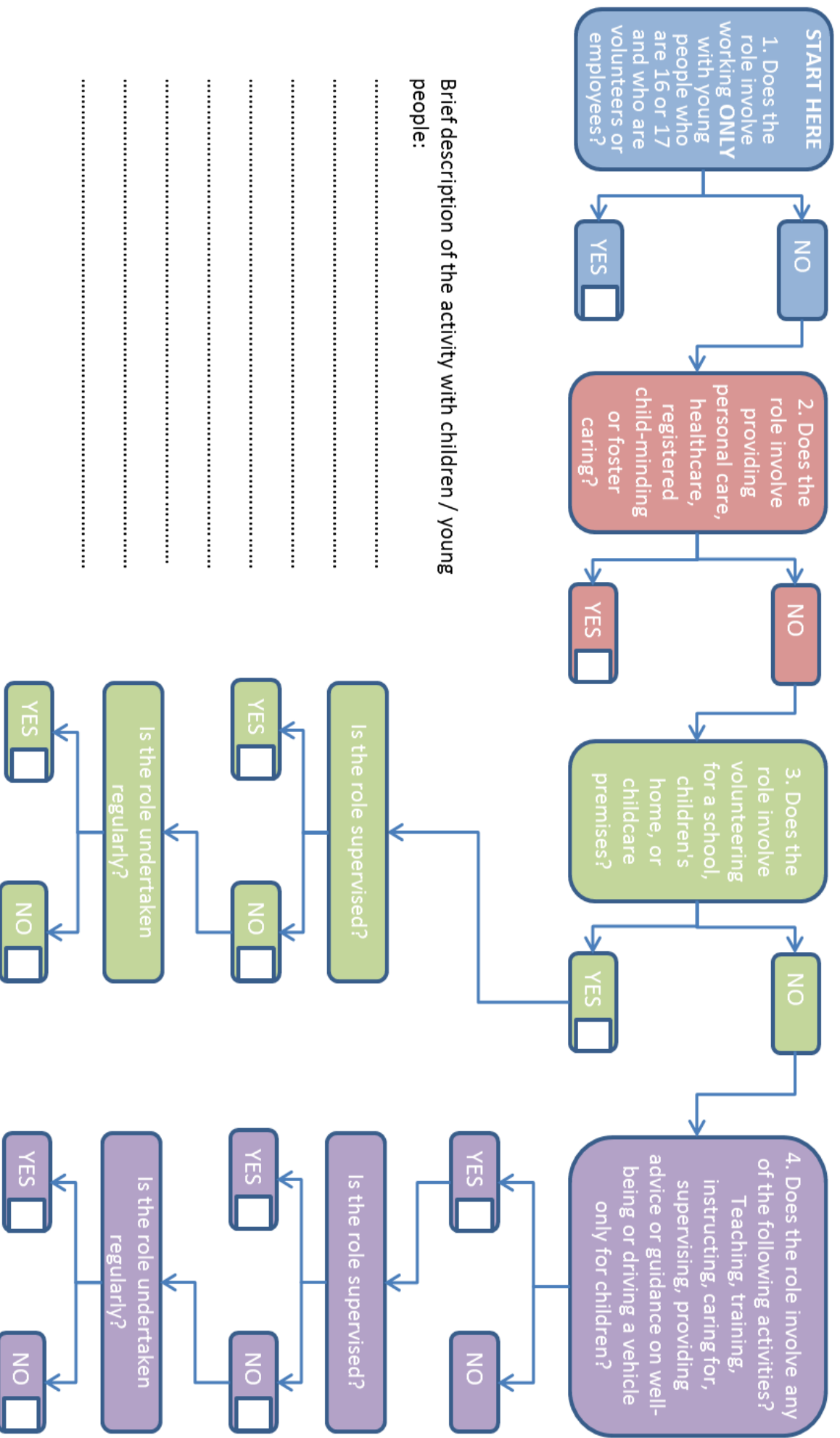
**Evidence Checker Printed Name**.....

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

**E-mail address**.....

# Working with children & young people

Please follow the flow diagram and cross all boxes that apply.



Brief description of the activity with children / young people:

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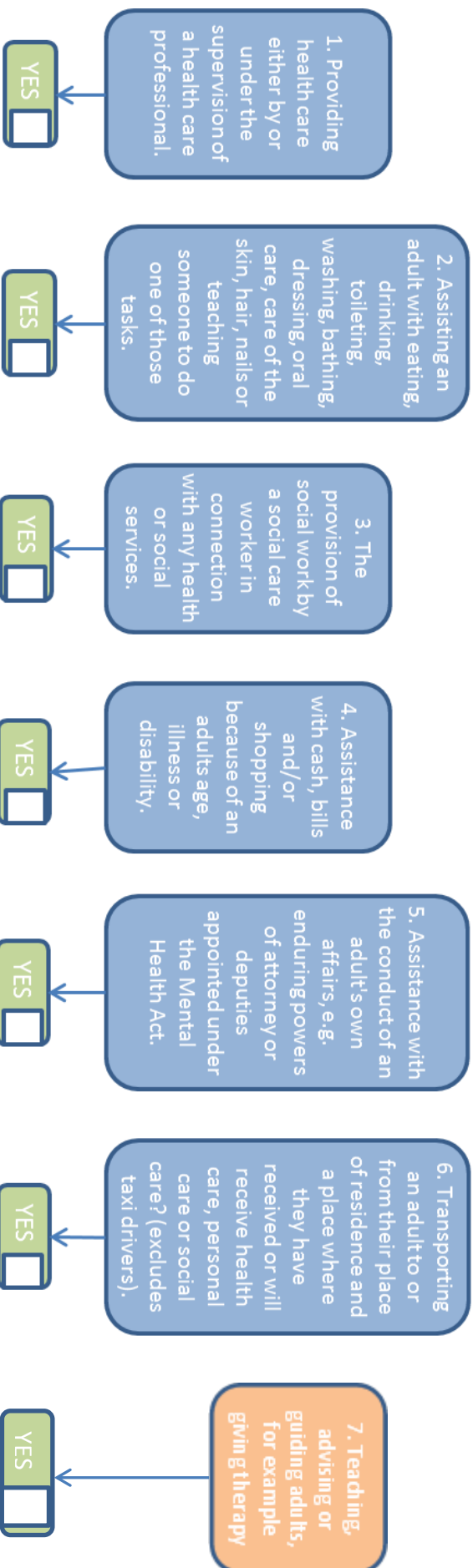
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## Working with adults

Please follow the flow diagram and cross all boxes that apply.

Does the role involve any of the following activities or supervision of the activities ?



Brief description of the activity with adults:

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## 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.

## 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**

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## TO BE HANDED TO THE VOLUNTEER APPLYING FOR DISCLOSURE

All volunteers applying for disclosure are entitled to sign up for the update service free of charge.

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

You can register online as soon as you have your application form reference number  
Or **within 19 days** of receiving your disclosure certificate.

Application form reference number

<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.