



# STATEMENT OF VALID IDENTITY CHECK

(Registered Disclosure Body No: 30023800006)

Please refer to guidance on completing DBS applications. Any errors or omissions may delay the counter-signing of the DBS Application. **This Statement must be signed by the applicant and person who checked the ID evidence.**

## SECTION 1 - ID Documents reviewed (refer to DBS list of Acceptable documents on second page)

Group 1 .....  
Group 2a .....  
Group 2b .....

I confirm that in checking the applicant's identity, I used **Route One / Route Two / Route Three** (circle which)

## SECTION 2 - Applicant Declaration Applicant's Name.....

I (the applicant) have read the standard/enhanced check privacy policy for applicants [www.gov.uk/government/publications/dbs-privacy-policies](http://www.gov.uk/government/publications/dbs-privacy-policies) and I understand how the DBS will process my personal data and the options available to me for submitting an application.

Signed..... Dated.....

## SECTION 3 – Applicant's Role (completed by the ID evidence checker)

The job title is (Q.61)..... Organisation name (if self-employed).....

How will the Applicant have access to children or vulnerable adults?  
.....  
.....

<b>I confirm the required workforce for the applicant is:</b>							
Child Workforce		Adult Workforce		Child & Adult Workforce		Other Workforce	
<b>I confirm that the required level of DBS check for the application is:</b>							
Standard		Enhanced					
<b>I confirm that the position to which this application refers is.</b>							
Paid Employment		Voluntary Work					
<b>I confirm the following application type is required:</b>							
New Post Holder		Existing Post Holder		Existing post holder (recheck)			

## SECTION 4 – ID Evidence Checker's Declaration

I understand that MHM Wales will not be held liable if the identity of the applicant is subsequently found to be false. I confirm I have read and understand the DBS guidance relating to the checking of the applicant's identity at [www.gov.uk/dbs](http://www.gov.uk/dbs).

I confirm that I have checked the Applicant's answers given in Sections (a), (b) and (c) on the application form and that the information has been verified.

I confirm that I have checked the evidence in accordance with **DBS Identification Checking Guidelines** [www.gov.uk/dbs](http://www.gov.uk/dbs), and I am satisfied that the above is the person who has signed the DBS Application Form (Section e), and is the person to whom the application refers.

Signed..... Name (Q.58) (please print).....

Position in Employing Organisation.....

Employing Organisation (Q.62).....

Email..... Telephone Number.....

<b>FOR DBS CYMRU OFFICE USE ONLY</b>		
DBS Application Form Number:	Address:	
Received in office:	Postcode:	NI Number:
Sent to DBS:	DOB:	Invoice Number:
Fee Paid:	Cheque No:	

## **DBS ACCEPTABLE ID DOCUMENTS**

For guidance on the Routes 2, 3 and Non UK or EEA nationals (paid & unpaid), please refer to our ID checking guidance or [www.gov.uk/dbs](http://www.gov.uk/dbs)

### **CHECKING APPLICANT'S IDENTITY - ROUTE ONE**

When checking an applicant's identity, you should ask to see the following documents:

**One document** from Group 1 below **and**

**Two documents** from either Group 1, Group 2a or Group 2b

#### **GROUP ONE - Primary Trusted Documents**

- Current valid Passport
- Current Driving Licence (full or provisional) photo card with counterpart
- Birth Certificate (issued at time of birth)
- Biometric Residence Permit (UK)
- Adoption Certificate

#### **GROUP 2a - Trusted Government Documents**

- Current Driving Licence (paper version only)
- Current non-UK Driving Licence
- Birth Certificate (issued after time of birth by General Registrar)
- Marriage/Civil Partnership Certificate
- Immigration Document
- HM Forces ID Card
- Fire Arms Licence

#### **GROUP 2b - Financial and Social History Documents**

- Mortgage Statement (UK or EEA) \*\*
- Bank/Building Society Statement (UK or EEA) \*
- Bank/Building Society Statement (Outside the EEA) \*
- Bank/Building Society Account Opening Confirmation Letter (UK only)
- Credit Card Statement (UK or EEA) \*
- Financial Statement (eg pension, endowment etc)\*\*
- P45/P60 \*\*
- Council Tax Statement \*\*
- Letter of Sponsorship from future employer (non-UK / non-EEA only)
- Utility Bill (UK only – not mobile phone) \*
- Benefit Statement (eg Child Allowance, State Pension etc) \*
- Document from Central/Local Government/Government Agency giving entitlement (eg DWP, Employment Service, Job Centre, Customs & Revenue, Social Security)
- EEA National ID Card
- Irish Passport Card
- Cards carrying PASS accreditation logo
- Letter from head teacher/college principal(16/17 year olds in full-time education)

**NB Denoted with \* less than three months old, \*\* issued within 12 months, \*\*\* more than 12 months**