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 countersigning of the DBS Application. **This Statement must be signed by the applicant and person who checked the ID evidence.**

SECTION 1: ID Documents Reviewed. Photocopies or scanned documents must not be used (except in Option 3). Internet-printed documents (e.g., online bank statements) are not acceptable. (refer to DBS list of Acceptable Documents below)

Group 1 ……

Group 2a……

Group 2b……

I confirm that in checking the applicant's identity, I followed the DBS identity verification process using Route One / Route Two / Route Three (circle which), in accordance with either manual or digital ID Verification options.

Verification Method Used: DBS specifies three options for viewing ID documents:

- **Option 1: In-person with physical documents.**
- **Option 2: Video link with physical documents in possession.**
- **Option 3: Video link without physical documents (must be verified in person before employment).**

- In-person check of original documents (Option 1 – preferred) ☐
- Digital ID verification service (Option 2 or 3) ☐

If Option 2 or 3 was used:

Provider Name & Reference Number: _____

Reason for using digital verification: _____

If Option 3 used, confirm in-person document verification occurred before applicant's first day of work. If not, explain exceptional circumstances: _____

SECTION 2: Applicant Declaration

Applicant's Full Name: _____

I (the applicant) have read the standard/enhanced check privacy policy for applicants https://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/Self-employed)

The job title is (Q.61) …… **Organisation name** ……

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

……

……

Required workforce (Please place "x" in relevant box):

Child Workforce ☐ Adult Workforce ☐ Child & Adult Workforce ☐ Other Workforce ☐

Required level of DBS check (Please place "x" in relevant box):

Standard ☐ Enhanced ☐ Adult with "Barred" Check ☐ Child with "Barred" Check ☐

I confirm that the position to which this application refers is (Please place "x" in relevant box):

Paid Employment ☐ Voluntary Work ☐ (Click for Volunteer Application Eligibility Guidance)

I confirm the following application type is required (Please place "x" in relevant box):

New Post Holder ☐ Existing Post Holder ☐ Existing post holder (recheck) ☐

SECTION 4: ID Evidence Checker's Declaration

As the **Responsible Person**, I confirm that signing this section on behalf of _____, MHM Wales (DBS Cymru), 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 (Click for Guidance).

I confirm 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 I have checked the evidence in accordance with DBS Identification Checking Guidelines, 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): _____

Position: _____ Employing Organisation (Q.62): _____

Email: _____ Telephone: _____

Section 5: Record Keeping:

For each application, record and retain for at least 2 years:

Document type(s) seen Country of issue Expiry date and reference number

Notes of any discrepancies or discussions

FOR DBS CYMRU OFFICE USE ONLY

DBS Application Form Number:

Address:

Received in office:

Postcode:

Sent to DBS:

DOB:

NI Number:

Fee Paid:

Cheque No:

Invoice Number:

DBS ACCEPTABLE ID DOCUMENTS (Effective 6 October 2025)

When checking an applicant's identity, see one document from Group 1 and two documents from either Group 1, Group 2a or Group 2b.

GROUP 1 – Primary Trusted Documents

- Current valid Passport (any nationality) UK passports can be accepted up to 6 months after expiration.
- Current Biometric Residence Permit (BRP)***
- Current eVisa (view via Home Office online service)
- Application Registration Card (ARC)
- Certificate of Application (with Positive Verification Notice)
- Current UK Driving Licence (photo card or paper, full or provisional)
- Birth Certificate (issued at time of birth)
- Adoption Certificate

GROUP 2a – Trusted Government Documents

- Current UK Driving Licence (paper or photo card, if not used in Group 1)
- Current non-UK Driving Licence
- Birth Certificate (issued after time of birth)
- Marriage/Civil Partnership Certificate
- HM Forces ID Card
- Firearms Licence
- Immigration Document

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) *
- Financial Statement (e.g. pension, endowment etc) **
- P45/P60 **
- Council Tax Statement **
- Letter or Sponsorship from future employer (Non-UK / Non-EEA only)
- Utility Bill (UK only – not mobile phone) *
- Benefit Statement (e.g. Child Allowance, state pension etc) *
- Document from Central/Local Government or Government Agency giving entitlement
- HMRC Self-Assessment or Tax Demand Letter**
- European Health Insurance Card (EHIC) or Global Health Insurance Card (GHIC)
- 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

(*Issued within 3 months) (**Issued within 12 months) (***Biometric Residence Permits (BRPs) showing Indefinite Leave to Remain/Enter or No Time Limit can be used up to 18 months past expiry.)
Note: A document showing the applicant's current address is no longer mandatory under DBS ID guidelines, but full 5-year address history must still be provided.