

CONFIRMATION OF IDENTITY**(To be completed by the Applicant in BLOCK CAPITALS using black ink)**

If you have a disability that may make the completion of this form difficult the form can be completed by someone on your behalf however we will still require your signature.

In order to confirm identity you need to present original identity documents. **Acceptable forms of documentation are listed overleaf and please check the number of documents you need to provide.**

Can you produce a document from Group 1?**YES**

(ID checked via Route 1)

You need 3 documents

1 document from Group 1 and 2 further documents from either Group 1 or 2a/b.

NO

(ID checked via Route 2)

You need 3 documents

1 document from Group 2a and 2 further documents from either Group 2a or 2b. You will also be required to have your ID validated by an external service.

**No and I cannot produce sufficient documents via Route 1 OR Route 2.
What do I do now?**



(ID checked via Route 3)

You need a Birth Certificate (UK & Channel Islands) & 4 further documents

UK birth certificate AND 4 further docs from Group 2 comprising of 1 from Group 2a and 3 further documents from Group 2a or 2b.

| | | |
|--|---|---------------|
| Current Full Name: (please include all forenames in addition to your surname) | | |
| Any Previous Names: (if applicable) | | |
| Full Address inc Postcode: | | |
| How Long Have You Lived at Your Current Address? | Years | Months |
| (Please provide below details of previous addresses if you have lived at your current address less than 5 years) | | |
| Full Address: | Full Address: | |
| Dates from & to: | Dates from & to: | |
| Date of Birth: | National Insurance / Identity Card Number: | |

Declaration (please read, sign & date)

- In the spirit of the Church's commitment to protect and safeguard the vulnerable in our communities, I understand that to knowingly provide inaccurate information or omit information will be considered a breach of trust and may result in me being asked to step down from post.
- I supply sufficient documents to confirm my identity for DBS application and safer recruitment practice. I agree to these documents being photocopied for DBS verification purposes and understand that they will be securely disposed of within 6 months* of the date of Disclosure. (* Excepting Regulated Care Homes per CQC requirements).
- I consent to CSAS and its Counter-Signatories using an external ID verification service for identification purposes where necessary*.
- I understand (in accordance with the Data Protection Act 1998) that this Form will be held securely for 75 years.
- I declare that the information I have given on this form is correct.

Signed:**Dated:**

*For example in the event you are unable to provide sufficient documentation for Route 1

DOCUMENTS TO CONFIRM IDENTITY(To be completed by the ID Verifier in **BLOCK CAPITALS** using black ink. Please tick to indicate the original documents seen.)

| | | | |
|--|---|-------------------------------------|---|
| Full Name of Applicant: | | | |
| Date of Birth: | | DBS Form Ref: | |
| <p>The list below is the exhaustive list of acceptable Group 1; 2a and 2b documents per the Home Office Oct 2012. Please note that some documents are particular validity periods. Those identified ‡ must have been issued within past 3 months and those †† must have been issued within past 12 months</p> <p>Documents printed from the internet are NOT acceptable. Photocopies are only accepted when produced with the original. At least 1 document must evidence the Date of Birth and 1 document evidence the current address in addition to confirming current name and producing evidence of any previous change of name.</p> | | | |
| GROUP 1 DOCUMENTS (Primary Trusted Identity Credentials) | | | |
| <input checked="" type="checkbox"/> | DOCUMENT TYPE | <input checked="" type="checkbox"/> | DOCUMENT TYPE |
| | Passport - any current valid passport | | Biometric Residence Permit UK |
| | Current Driving Licence – photo card - UK/Isle of Man/Channel Islands and EU (full or provisional) All licences must be valid in line with current DVLA requirements | | Birth Certificate issued at time of birth, UK & Channel Islands – including those issued by UK and authorities overseas, eg embassies, High Commissions and HM Forces |
| | Adoption Certificate UK and Channel Islands | | |
| GROUP 2a DOCUMENTS (Trusted Government/State Issued Documents) | | | |
| | Current Driving Licence – photo card - All countries (full or provisional) (Excluding UK/Isle of Man/Channel Islands and EU) All licences must be valid in line with current DVLA requirements | | Marriage Certificate/Civil Partnership Certificate UK & Channel Islands |
| | Current Driving Licence – paper version - All countries (full or provisional) (Excluding UK/Isle of Man/Channel Islands and EU) All licences must be valid in line with current DVLA requirements | | HM Forces ID Card UK |
| | Birth Certificate - issued after the time of birth UK and Channel Islands | | Fire Arms Licence UK, Channel Islands & Isle of Man |
| GROUP 2b DOCUMENTS (Financial/Social History Documents) | | | |
| | Mortgage Statement UK/ EEA onl) †† | | Bank/Building Society Statement UK/ EEA only ‡ or Account Opening Confirmation Letter UK |
| | Credit Card Statement UK/EEA onl) ‡ | | Financial Statement UK †† (e.g. pension, endowment, ISA) |
| | P45/P60 Statement UK & Channel Island) †† | | Council Tax Statement UK & Channel Islands †† |
| | Work Permit/Visa UK (valid up to expiry date) †† | | Utility Bill (UK) ‡ (electricity, gas, water, telephone NOT a mobile phone contract bill) |
| | Benefit Statement ‡ (e.g. Child Allowance/Pension) | | A document from Central/Local Government /Government Agency/Local Authority giving entitlement, benefits or services UK & Channel Islands ‡ (e.g. Dept for Work & Pensions; Employment Service; Customs & Revenue; Job Centre/Plus; Social Security) |
| | EU National ID Card | | Cards carrying the PASS accreditation logo UK & Channel Islands |
| | Letter of Sponsorship from future employment provider non UK/non EEA only (relevant for applicants outside UK at time of application) | | Letter from Head Teacher or College Principal UK (use only for 16/19 year olds in full time education when no other documents available) |

FOR COMPLETION BY THE ID VERIFIER:

I confirm that I have seen the original identity documents as indicated above and photocopies are attached.

Full Name:**Signed:****Dated:****Please state name of Parish (include town)/Religious Order or Organisation:**