

## IDENTITY VERIFICATION FORM

**We are very aware of the confidential nature of the information contained in this document, and wish to assure you that it will be treated in the utmost confidence, and handled strictly according to our Policy on Secure Storage, Handling, Use, Retention & Disposal of Disclosures and Disclosure Information. It will be seen only by the designated person responsible for your appointment and by the Diocesan or Conference of Religious Counter-Signatory who applies for the CRB Disclosure.**

This form will be held securely until a CRB check has been completed.

Please therefore make sure that you put this form into a sealed, self-addressed envelope, with the role title printed on the front. You must hand it to the designated person indicated to you at the time of your interview (new applicants) or CRB application (existing post-holders).

### **PLEASE REMEMBER TO SIGN THE FORM**

In addition to this form, you are required to bring to interview a selection of documents so that your identity, name and, (for employees & office-holders only) qualifications can be verified. The documents will be photocopied and also used to complete your CRB Disclosure Application Form. Further evidence may be requested at the CRB stage and this is dependent on whether you consent to the CRB conducting identity verification checks of their own.

You are required to produce **one** document from **Group 1**  
and  
**two** documents from **Group 2**  
OR  
**five** documents from **Group 2**.

**Only original documents are acceptable.**

### **ACCEPTABLE IDENTITY DOCUMENTS**

If providing a Group 1 document, if possible, provide photographic proof of ID – passport or photocard driving licence or valid EU photo Identity Card.

#### **Group 1**

- Valid passport (any nationality)
- UK Driving Licence (either photocard + paper counterpart or old style paper)
- Original UK Birth Certificate (issued within 12 months of the date of birth) (full or short form acceptable)
- Valid EU photo identity card (EU countries only)
- UK Firearms licence
- Adoption Certificate
- HM Forces ID Card

#### **Group 2**

- Marriage certificate
- Non-original UK birth certificate (issued after 12 months of date of birth) (full or short form acceptable)
- P45/P60 statement\*\*
- Bank or building society statement\*#
- Utility Bill (electricity, gas, water, telephone – inc mobile phone contract/bill)\*#
- Valid TV licence
- Credit Card statement\*#

- Store card statement\*#
- Mortgage statement\*#
- Valid insurance certificate
- Certificate of British Nationality
- British work permit/visa\*\*
- Correspondence or a document from: the Benefits Agency, the Employment Service, the Inland Revenue, or a Local Authority\*
- Financial statement (e.g. pension, endowment, ISA)\*\*
- Valid vehicle registration document (Document V5C only)
- Mail order catalogue statement\*
- Court summons\*\*
- Valid NHS Card
- Addressed payslip
- National Insurance number card
- Exam certificate (e.g. GCSE, NVQ)
- Child Benefit Book\*\*
- Connexions card
- Certificate of British Nationality
- UK Council Tax Statement

\* Documentation should be less than three months old

\*\* Issued within past 12 months

# If you intend to use more than one document of this type ensure that it is from a different organisation. Internet documents are not acceptable

**AND**

Proof of change(s) in name(s) e.g. marriage certificate, deed poll certificate etc. where applicable

**AND**

Driving Licence **if essential to the post**

**AND**

Original certificates of relevant qualifications – **employees and office holders only**

1. Surname

2. All Forenames

3. All Previous Names

4. Date of Birth

5. Male/Female

6. Place of Birth (Town/County AND Country)

7. Present Address (including Postcode)

Postcode

8. How long have you lived at your present address?

Years                  Months

9. If you have lived at your present address for less than 5 years please list all your previous addresses (with Postcodes) and dates of residence (month and year) during the last 5 years.

POSTCODES ARE ESSENTIAL

10. **FOR EMPLOYEES & OFFICE HOLDERS ONLY**

Details of professional registration number e.g. CCETSW, DfES (or other professional body and any relevant numbers)

State name of awarding body:

**11. FOR EMPLOYEES & OFFICE HOLDERS ONLY**

Can you confirm that the referees you have given on your application are:

- |     |   |        |
|-----|---|--------|
| (a) | Your current or most recent employer  | Yes/No |
| (b) | A person or persons able to give a professional opinion<br>about your work/studies etc. | Yes/No |
| (c) | Diocesan Bishop or Congregational Leader  | Yes/No |

If No, please give details:

**PLEASE ENSURE YOU SIGN AND DATE THIS FORM BELOW**

**DECLARATION**

**I am committed to protecting and safeguarding children, young people and vulnerable adults from abuse. I understand that to knowingly give false information or to omit information will be considered as a breach of trust and could result in my dismissal at any time in the future. I understand that if I am subsequently convicted of any criminal offence, I must declare this to my employer or (for volunteers) to the Child Protection Co-ordinator. I declare that the information I have given on this form is correct.**

**I hereby give my permission for this form to be held securely until a CRB check has been completed.**

**Signed:**

**Date:**