**For completion by the ID Verifier**

**(Please complete in BLOCK CAPITALS using black ink)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Full Name:** |  | | | | |
| **Parish / Religious Order/ Organisation:** |  | | | | |
| **Role(s):** |  | | | | |
| **If known, is this check for a different workforce or type of activity to that for which the original disclosure was undertaken?** | If yes, provide details. | | | | |
| **Status of role:** | Employed / Post holder / Voluntary (please delete accordingly) | | | | |
| **Full address including postcode :** | | | | | |
| **Date of birth:**  (dd/mm/yyyy) | | | | **Male/Female/Other**  (please delete accordingly) | |
| **Telephone number(s):** | | | **Email:** | | |
| **ID Verifier Name:** | | | | | |
| **Documents to confirm Identity** | | | | | |
| Passport - any current and valid passport. | |  | Biometric Residence Permit UK. | |  |
| Current Driving Licence Photocard - full or provisional. UK, Isle of Man, Channel Islands, EEA or outside of EEA. All licences must be valid in line with current DVLA requirements. | |  | Birth Certificate issued within 12 months of birth. UK, Isle of Man and Channel Islands – including those issued by UK authorities overseas, e.g. embassies, High Commissions and HM Forces.  Birth Certificate – (including certified copies) issued 12 months or more after the time of birth. UK, Isle of Man and Channel Islands. | |  |
| Adoption Certificate UK and Channel Islands. | |  | Marriage Certificate/Civil Partnership Certificate. UK & Channel Islands. | |  |
| Current Driving Licence – (full or provisional), paper version (if issued before 1998). UK, Isle of Man, Channel Islands and EEA. All licences must be valid in line with DVLA requirements. | |  | HM Forces ID Card UK. | |  |
| Immigration document, visa or work permit – Issued by a country outside the EEA. Valid only for roles whereby the applicant is living and working outside of the UK. Visa/permit must relate to the non EEA country in which the role is based.[[1]](#footnote-1) | |  | Firearms Licence. UK, Channel Islands & Isle of Man. | |  |

**ID Verifier Declaration (please read, sign & date)**

|  |  |  |
| --- | --- | --- |
| 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:** |  | |

1. This relates to where the appointment decision is being made in the UK. [↑](#footnote-ref-1)