A3. DBS Application – Proof of Identity Checklist

Either the recruiting manager or line manager must complete this form. A **minimum of three documents** must be verified from the Identity Documents Guidance. **All documents verified, must be photocopied and sent into the HR Team along with copies of name change documents (if applicable).**

Please **do not** send original documents to the HR Team.

Employee/Applicant Details

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Date of Birth |  |
| DBS Position Title |  | Department |  |

|  |
| --- |
| Details of ORIGINAL documents provided. These must be photocopied and attached to this form - refer to Group 1, Group 2a and Group 2b lists in the guidance for acceptable documents |
| **Passport**(copy Front Cover and any pages with photo of applicant/ employee) | **Passport No.** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Date of Birth** |  |
| **Nationality** |  |
| **Issue Date** |  |
| **Driving Licence** **Photocard? Y/N****Old Style Paper version? Y/N** | **Licence No.** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Date of Birth** |  |
| **Valid From** |  |
| **Country of Issue** | UK:  | Other: |
| **Birth Certificate** | **Date of Birth** |  |
| **Issue Date** |  |
| **Country of Issue** | UK: | Other: |
| Other Forms of Identification - Please list other Valid Identity Documents seen from Group 1 or 2  |
| **1.** |
| **2.** |
| **3.** |
| **4.** |
| **5.** |

Declaration

I confirm that I have checked these **ORIGINAL** documents with the applicant present

|  |  |  |  |
| --- | --- | --- | --- |
| Signed  |  | Job Title |  |
| Print Name |  | Date |  |