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

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

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| 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 |  |