

**FOR INFO ONLY --- NOT TO BE COMPLETED!!**

**IDENTITY CONFIRMATION FORM DISCLOSURE**

As employing Supervisor/Manager you are required to verify the applicant's identity from original documents. **PHOTOCOPIES PROVIDED BY THE APPLICANT ARE NOT ACCEPTABLE**

**One document must confirm the applicant's current name, date of birth and current address – address documentation should be no older than 3 months.**

**All applicants must initially be considered for Route One.**

**Route One 1 document from Group 1 plus any two from Groups 1 or 2;  
One of which must verify their current address and be less than 3 months old**

**I have been able to validate ID through ROUTE ONE**

If you are unable to verify the applicant's ID via **Route One** then please follow **Route Two** with the documents outlined below and contact the Recruitment & Safeguarding Team who will undertake an online external ID validation check required under the new rules from 1 September 2012 by the DBS. Please note that if the applicant is not a Warrington Borough Council employee or Foster Carer then there is a small charge for this service as an external supplier is used to conduct the check (Equifax).

You will be notified of the outcome of this check and if it is unsuccessful we will provide guidance regarding the **Route Three** process (see page 4 for further details).

**Route Two 3 documents from Group 2 comprising of;**

- **1 document from Group2a; and**
- **2 further documents from Group 2a or 2b; one of which must verify their current address and be less than 3 months old**

**I have been able to validate ID through ROUTE TWO and this applicant has passed an external online ID validation check**

**GROUP 1 – Primary Trusted Identity Credentials ( Please complete all details requested for each item of evidence)**

Valid Passport

Passport Number \_\_\_\_\_

Nationality \_\_\_\_\_

Date of Birth \_\_\_\_\_

Date of Issue \_\_\_\_\_

Date of Expiry \_\_\_\_\_

Current UK Photo card \* Driving Licence (Full or Provisional)

Licence Number \_\_\_\_\_

Date of Birth \_\_\_\_\_ Licence Valid From \_\_\_\_\_

\*only valid if presented with the counterpart licence

Original UK or Channel Islands Birth Certificate (*Issued at the time of birth – 6 weeks or less – full or short form acceptable*)

Date of Birth \_\_\_\_\_ Issue Date \_\_\_\_\_

Biometric Residence Permit (UK)

ID Card Number \_\_\_\_\_ Date of Birth \_\_\_\_\_

Date of Issue \_\_\_\_\_ Valid Until \_\_\_\_\_

### **GROUP 2a – Trusted Government/State Issued Documents**

Current UK Driving Licence Old Paper Style (Full or Provisional) Licence Number \_\_\_\_\_

Date of Birth \_\_\_\_\_ Licence Valid From \_\_\_\_\_

Current Non UK Photo Driving Licence (valid only if applicant is residing outside of the UK at the time of application)

Licence Number \_\_\_\_\_

Date of Birth \_\_\_\_\_ Licence Valid From \_\_\_\_\_

Original UK or Channel Islands Birth Certificate (*Issued after time of Birth*)

Date of Birth \_\_\_\_\_ Issue Date \_\_\_\_\_

Marriage / Civil Partnership Certificate (UK & Channel Islands)  
Issue Date \_\_\_\_\_

Adoption Certificate (UK & Channel Islands) Issue Date \_\_\_\_\_

HM Forces ID card (UK) Issue Date \_\_\_\_\_

Fire Arms Licence (UK & Channel Islands) Issue Date \_\_\_\_\_

## **GROUP 2b – Financial/Social History Documents**

**(Following documentation should be less than 3 months old)**

- Bank/Building Society Statement
- Credit Card Statement
- Utility Bill – electricity, gas, water & telephone (mobile telephone bill not included)
- Benefit Statement – e.g. Child Allowance, Pension
- A document from Central/ Local Government/Government Agency/ Local Authority giving entitlement (UK) e.g. from the Department for Work and Pensions, the Employment Service, Customs & Revenue, Job Centre, Job Centre Plus, Social Security

**(Following documentation should be issued within the past 12 months)**

- Mortgage Statement
- Financial Statement e.g. pension, endowment, ISA (UK)
- P45/P60 (UK & Channel Islands) NI number \_\_\_\_\_
- Council Tax Statement (UK & Channel Islands)
- Work Permit/Visa (UK) (UK Residence Permit)

**Following documentation can be more than 12 months old**

- EU National ID Card
- Cards carrying the PASS accreditation logo (UK & Channel Islands)
- Bank/Building Society Account Opening Confirmation Letter (UK)
- Letter of Sponsorship from the future employment provider (Non-UK/Non-EEA only – valid only for applicants residing outside of the UK at time of application)
- Letter from the Head Teacher or College Principal (16/17 year olds in full time education – only used in exceptional circumstances when all other documents have been exhausted)

**CONFIRMATION NEEDED – PLEASE COMPLETE**

**ADDRESS EVIDENCE SEEN UNDER 3 MONTHS OLD**

**.Please check application form is completed correctly. Points to look out for are:**

- All yellow sections to be completed.
- If 'yes' to national number, passport or driving licence, there must be details filled in relating to each document (even if not using it as evidence)
- Section 'W' to be filled in by person taking evidence, no's 58 and 59
- Section 'X' to be filled in, no's 61 to 68.
- **From 10 September 2012 please note the new definition of regulated activity (Protection of Freedoms Act 2012) when completing questions 64 and 65 relating to Barred Lists checks for Children or Adults**
- Section 'Y' to be left blank – **no signature to be within the box.**

**Route Three Information**

**Route Three** should only be used in circumstances once you have fully explored with the applicant why their identity has not been validated before considering using Route Three. This includes holding a probing discussion with the applicant about the likely reasons why their identity has not been validated.

**Route Three (Route One and Route Two MUST be exhausted first.)**

**A certified copy of a UK birth certificate; and**

**4 further documents from Group 2 comprising of:**

- **1 document from Group 2a;and**
- **3 further documents from Group 2a or 2b;one of which must verify their current address**

**Route One and Two have been exhausted. I have been able to validate ID through ROUTE Three.**