

# Guidance Notes for Approved ID Evidence Checker

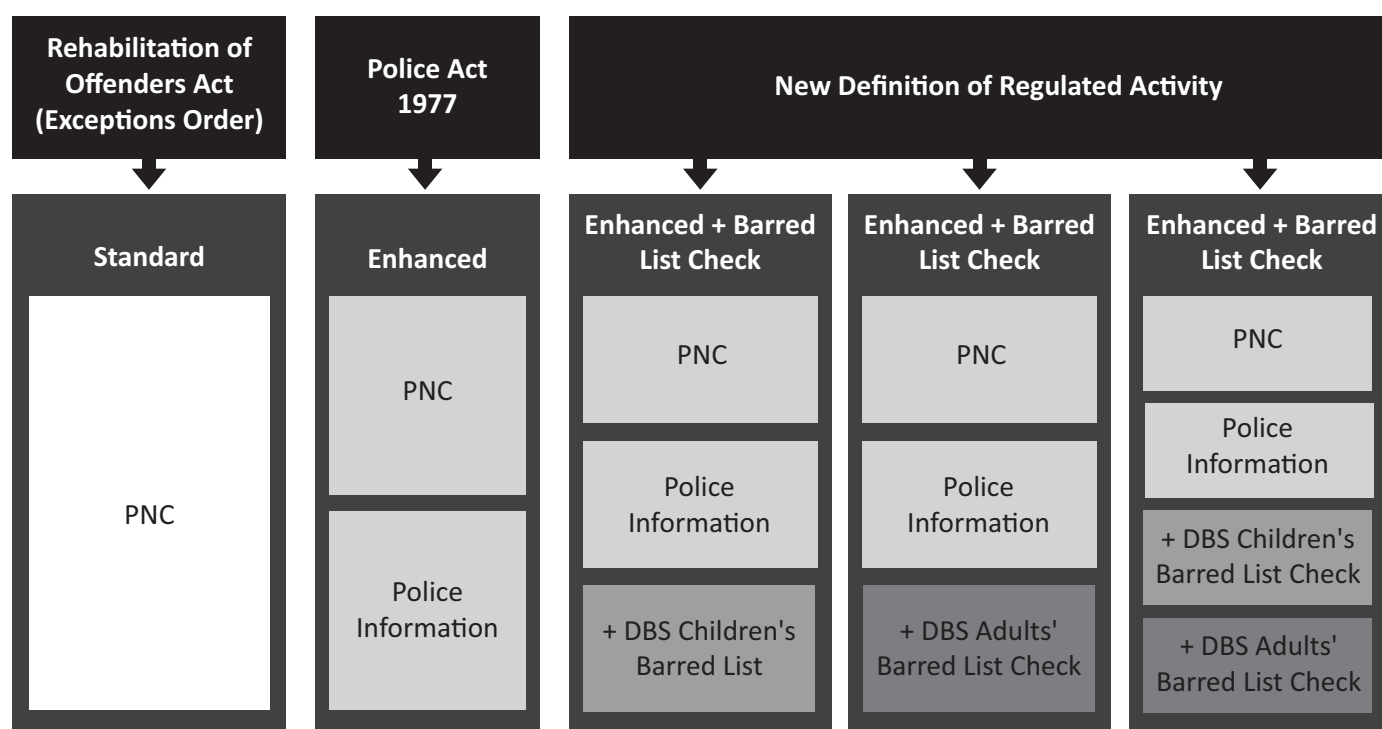
## Briefing the applicant:

Brief the applicant on the type of application you require them to make:

- DBS Disclosure (Enhanced)
- DBS Disclosure (Standard)

Ensure the applicant knows why they are being asked for the application and how the information provided will be used.

## Types of checks available



Regulated activity can include, but is not limited to, contact with children or vulnerable adults (e.g. teaching, training, care, supervision, advice, treatment or transport), work in a specified place (e.g. schools, registered childcare settings, care homes, etc) ... frequently or intensively. A new definition of regulated activity is available from 10 September 2012. Please refer to [www.gov.uk/dbs](http://www.gov.uk/dbs) for further information.

Give the applicant a copy of the **Guidance notes for applicant** along with an **Application Form**.

## Your responsibility as an ID Evidence Checker

Check the applicant has completed the Application Form correctly. If the applicant has responded YES to a mandatory question (marked in yellow box) they MUST complete the further sections as requested.

You must confirm all of the applicant's personal details against the ID supplied. Ensure they have provided middle names and any previous names used e.g. maiden name. You must validate the current address against a document i.e. utility bill. If you have any queries please contact GBGroup for guidance as failure to fully validate the information can invalidate the Disclosure.

## Sections to be completed by you:

The details below should be completed by the approved ID evidence checker for all applications.

### a applicant's details

You are required to verify sufficient ID to confirm **all** the details provided by the applicant in *section a* and record the details on the *Identification Document (ID) Form*.

**Once you have completed the verification process**, complete the box located in *section a* of the Application Form.

**Only put a cross in the boxes if you have seen the original ID document to verify the information provided by the applicant.**

#### registered body use only

a1-a3 verified	<input checked="" type="checkbox"/>
a14 verified	<input checked="" type="checkbox"/>
a21 verified	<input checked="" type="checkbox"/>
a23 verified	<input checked="" type="checkbox"/>
a25 verified	<input checked="" type="checkbox"/>

### b current address

You are required to verify original ID to confirm the current address provided in *section b*. A driving licence should not be used to verify current address.

#### registered body use only

current address verified?	<input checked="" type="checkbox"/>
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### w evidence of identity

<b>W</b> evidence of identity	
58 name of evidence checker	JOHN TUCKER
59 have you established the true identity of the applicant, by examining a range of documents as set out in DBS guidance, and verified the information provided by the applicant in sections a and b, by completing the verification check boxes?	no <input type="checkbox"/> yes <input checked="" type="checkbox"/>

This section must be filled out in tandem with the verification boxes contained in sections a and b, all of which relate to the identity of the applicant. The Registered Body's approved ID evidence checker must check the identity of the applicant from the list of approved documents. **This is vital to the application process and the integrity of the checks carried out by the DBS, so please ensure extreme diligence throughout this process.**

Only original documentation should be provided by the applicant; do not accept photocopies or documents downloaded from the internet e.g. online bank statements. A full list of acceptable ID documentation is available overleaf. You are also required to complete the Identity Document (ID) Form.

### x Section x 61 and 62

<b>X</b> apply for a DBS check	
60 not used	DO NOT USE
61 position applied for	CHILD WORKFORCE NURSERY NURSE
62 organisation name	ABC PRE-SCHOOL

If the applicant has already completed this section, ensure the details are correct.

## Verification of ID

To meet the DBS **revised** ID verification requirements, GBGroup (formerly TMG CRB) requires all applicants to provide documents meeting the **Route 1** criteria below. Where applicants cannot meet **Route 1** requirements, **Route 2** should be followed. If **Route 2** criteria cannot be met **Route 3** should be followed. Fingerprints will be required for applicants unable to satisfy the three routes specified below. Note: all non UK/non European Economic Area (EEA) Nationals must have their identity validated via **Route 1**.

### ID verification options

ID requirements	Route 1	Route 2	Route 3
	One Group 1 document <b>plus</b> Two documents from Group 1 or 2a/b	One Group 2a document <b>plus</b> Two documents from Group 2a/b <b>plus</b> External ID validation service	Birth Certificate (UK and Channel Islands) <b>plus</b> One Group 2a document <b>plus</b> Three Group 2a/b documents
Full details of external ID validation service can be found at <a href="http://IDvalidation.onlinedisclosures.co.uk">IDvalidation.onlinedisclosures.co.uk</a> All non-EEA Nationals should be validated via Route 1 only.			
<ul style="list-style-type: none"> <li>One document, must confirm current address</li> <li>One document must confirm date of birth</li> <li>ID must be provided to confirm name changes e.g. marriage certificate, deed poll, where available.</li> </ul>			

### Group 1 Documents

Current Valid Passport
Full or provisional Photocard Driving Licence (UK, Channel Islands, Isle of Man and EU), with counterpart where issued (please note some European countries do not issue counterparts)
Birth Certificate (UK and Channel Islands) issued at <b>time of birth</b> (including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces)
Adoption Certificate (UK and Channel Islands)
Biometric Residence Permit (UK)

### Group 2a Documents

Full or provisional Photocard Driving Licence (all countries) where a counterpart has been issued but no counterpart presented)
Full or provisional paper version Driving Licence (non-photo) (UK, Channel Islands, Isle of Man and EU)
Birth Certificate (UK and Channel Islands) issued <b>after</b> date of birth
Fire Arms Licence (UK, Channel Islands and Isle of Man)
HM Forces ID Card (UK)
Marriage/Civil Partnership Certificate (UK and Channel Islands)

### Group 2b Documents - documents printed from the internet are not acceptable

Less than 3 months old	Less than 12 months old	No age limit
Bank/Building Society Statement (UK and Channel Islands or EEA) Utility Bill - mobile phone bill <b>not</b> acceptable (UK) Credit Card Statement (UK or EEA) Benefit Statement e.g. Child Benefit or Pension Document from Government Agency/Local Authority giving entitlement (UK and Channel Islands) e.g. from Department for Work and Pensions, the Employment Service or HMRC Bank/Building Society Account Opening Confirmation Letter (UK)	Mortgage Statement (UK or EEA) P45/60 Statement (UK and Channel Islands) Financial Statement, e.g. pension, endowment, (UK) Council Tax Statement (UK and Channel Islands)	EU National ID Card - must still be valid Letter from Head Teacher or College Principal (16/19 year olds in full time education at the time of application) Letter of sponsorship from future employer provider (non UK/non EEA only) – for applicants residing outside the UK at the time of application. Must still be valid. Work Permit/Visa (UK) - valid until expiry date Cards carrying the PASS accreditation logo - must still be valid

## Payment:

Your contract with GBGroup will determine the payment required.

Cheques should be made payable to GBGroup.

The term volunteer is defined in the Police Act 1997 (Criminal Records) Regulations 2002, as “Any person engaged in an activity which involves spending time, unpaid (except for travel and other approved out-of-pocket expenses), doing something which aims to benefit some third party and not a close relative.”

The applicant must not:

- Receive any payment (except for travel and other approved out-of-pocket expenses)
- Be on a work placement
- Be on a course that requires them to do this role
- Be in a trainee position that will lead to a full time role/qualification

If you are unsure if the applicant meets the definition of volunteer for the purpose of the Disclosure application please contact GBGroup for clarification. Payment may be required at a later date if an application is inappropriately submitted for a voluntary post.

## Forward the application to GBGroup:

Using the address label provided, forward the application to GBGroup.

### Include:

1. Application form
2. Identification Document (ID) form
3. Continuation sheets (if used). These are available to download from [www.gov.uk/dbis](http://www.gov.uk/dbis)
4. Payment

## What happens next?

GBGroup checks the form for accuracy, completes sections x and y, records the application details and forwards the application to DBS for further processing.

Where an External ID Validation Service is required to validate the applicant’s identity successfully, GBGroup will carry out this service once the application has been submitted by the organisation.

Once the Disclosure process is complete, one copy of the Disclosure will be issued. This will be sent to the applicant.

For further information visit [www.gov.uk/dbis](http://www.gov.uk/dbis)

## Helpline:

Our helpline is open from 8.30am – 5.30pm, Monday to Friday. A 24-hour messaging service is available outside of these hours.