

Identity Document (ID) Form

ID verification options

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

Form reference F Applicant's DoB

Applicant's name Applicant's postcode

Verification Route (please circle) Route 1 Route 2 Route 3

ID verified (please complete all relevant boxes for each document verified)

Document name	Date of birth if detailed	Issue date	Number (where applicable)	Country of issue

I declare that the true identity of the applicant has been established in accordance with DBS guidance and, where a volunteer application is submitted, I confirm that this meets the DBS definition of volunteer as detailed at www.gov.uk/dbs and understand that knowingly to make a false statement for this purpose may be a criminal offence.

Verifier name The post is a voluntary/paid role (please delete as appropriate)

Verifier signature Date documents verified

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**.

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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 time of birth (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 after 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)	Mortgage Statement (UK or EEA)	EU National ID Card - must still be valid
Utility Bill - mobile phone bill not acceptable (UK)	P45/60 Statement (UK and Channel Islands)	Letter from Head Teacher or College Principal (16/19 year olds in full time education at the time of application)
Credit Card Statement (UK or EEA)	Financial Statement, e.g. pension, endowment, (UK)	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.
Benefit Statement e.g. Child Benefit or Pension	Council Tax Statement (UK and Channel Islands)	Work Permit/Visa (UK) - valid until expiry date
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		Cards carrying the PASS accreditation logo - must still be valid
Bank/Building Society Account Opening Confirmation Letter (UK)		