

Volunteer Support Team

DBS Identity Check: Route 1



If you have been asked to complete a DBS check for Urban Saints, then you will be required to complete a DBS Identity Check (ID Check). This is to validate the details provided in your application form. You will be required to find a suitable person who can check your documents and complete the enclosed ID Check form.

Who can complete my ID Check?

The ID check should be completed by someone you know who has an enhanced DBS check (such as your Church Leader, or Camp/Group Main Leader). However, they cannot be related to you.

Where should I send my completed form?

Once your ID check has been completed please return the form to Urban Saints as quickly as possible. The easiest way is to scan or photograph the form, and return it by email to volunteersupport@urbansaints.org. Alternatively the form can be sent by freepost to:

Freepost RRHA-CEJU-KBSH
Volunteer Support, Urban Saints, 45 Crescent Road, Luton, LU2 0AH

What documents do I need to show?

In the table below there is an exhaustive list of the documents which you can use as part of the ID checklist. Documents are grouped into three categories with all Volunteers required to provide:

- At least one document from group 1 (such as a passport, driving licence, birth certificate etc.)
- Two further documents from group 1, 2a or 2b (including a marriage certificate, bank statement, government letter, utility bill, tax statement etc.)

At least one document should show your current address.

If you are not able to meet these requirements, please contact the Volunteer Support Team for more guidance.

Are there any limitations on what documents I can use?

The Disclosure and Barring Service specifies certain guidelines on eligible documents:

- All documents must still be valid (documents such as passports and photo driving licences expire after 10 years).
- Some documents are only valid for either 3 or 12 months from the date of issue (such as bank statements or tax statements). Where applicable these limitations are noted in the table below.
- Documents printed from the internet (such as P60 forms or utility bills) are NOT permitted under any circumstance.
- Photocopies of any documents are NOT permitted.
- All documents must show your current name or must be supported by evidence to prove the reason for your change of name.
- If the name on your DBS application has changed since birth you must provide evidence to prove it (such as a marriage certificate, deed poll, adoption certificate or decree absolute).
- At least one document must show your current address on your application.
- A document can only be used once during the ID check (i.e. two bank statements from the same bank cannot be used, or a birth certificate and adoption certificate)

List of Valid Identity Documents

Group 1: Primary identity documents

Document	Notes	Issue date & validity
Passport	Any current and valid passport from any country.	Usually less than 10 years old
Biometric residence permit	UK only	
Current driving licence photocard - (full or provisional)	UK, Isle of Man, Channel Islands. NB. Paper counterparts for licence is not valid or required.	Usually less than 10 years old
Birth certificate - issued within 12 months of birth	UK, Isle of Man and Channel Islands - including those issued by UK authorities overseas, for example embassies, High Commissions and HM Forces	Must be original certificate & be issued within 12 months of birth.
Adoption certificate	UK and Channel Islands only	

Group 2a: Trusted government documents

Document	Notes	Issue date & validity
Current driving licence photocard - (full or provisional)	All countries outside the UK (excluding Isle of Man and Channel Islands)	Issued less than 10 years ago
Current driving licence (full or provisional) - paper version	UK, Isle of Man, Channel Islands	Issued before 1998
Birth certificate - issued after time of birth	UK, Isle of Man and Channel Islands	Certified certificates only
Marriage or civil partnership certificate	UK and Channel Islands	
HM Forces ID card	UK only	
Firearms licence	UK, Channel Islands and Isle of Man	

Group 2b: Financial and social history documents

Document	Notes	Issue date & validity
Mortgage statement	UK	Issued in last 12 months
Bank or building society statement (UK)	UK and Channel Islands	Issued in last 3 months
Bank or building society statement (Non UK)	Countries outside the UK	Issued in last 3 months - branch must be in the country where the applicant lives and works
Bank or building society account opening confirmation letter	UK	Issued in last 3 months
Credit card statement	UK	Issued in last 3 months
Financial statement, for example pension or endowment	UK	Issued in last 12 months
P45 or P60 statement	UK and Channel Islands	Issued in last 12 months
Council Tax Statement	UK and Channel Islands	Issued in last 12 months
Letter of sponsorship from future employment provider	Non-UK only - valid only for applicants residing outside of the UK at time of application	Must still be valid
Utility bill	UK – <i>Not a mobile phone bill</i>	Issued in last 3 months
Benefit statement, for example Child Benefit, Pension	UK	Issued in last 3 months
Central or local government, government agency, or local council document giving entitlement, for example from the Department for Work and Pensions, the Employment Service, HMRC	UK and Channel Islands	Issued in last 3 months
EEA National ID card		Must still be valid
Irish Passport Card	Cannot be used with an Irish passport	Must still be valid
Cards carrying the PASS accreditation logo	UK, Isle of Man and Channel Islands	Must still be valid
Letter from head teacher or college principal	UK - for 16 to 19 year olds in full time education - only used in exceptional circumstances if other documents cannot be provided	Must still be valid

Please be aware that this list may change periodically. For the latest guidance please consult the Urban Saints or Disclosure and Barring Service Website.

Do not send original documents unless otherwise requested by the Volunteer Support Team.

Volunteer Support Team

DBS Identity Check Form



Please complete this form in **BLOCKED CAPITALS** with black ink.
All dates should be entered in the following format (dd/mm/yyyy).

Full name of applicant (including ALL forenames):
Current address (including postcode):

Group 1 documents checked

(At least one document from this list **MUST** be checked. Please ensure all information is provided):

Passport	Nationality	
9 digit Passport number		
Date of birth	D D M M Y Y Y Y Y	Date of issue D D M M Y Y Y Y Y

UK Photo Driving Licence	Issuing country	
Driving licence number *		
Date of birth	D D M M Y Y Y Y Y	Date of issue D D M M Y Y Y Y Y

* UK driving licences are 16 characters long (a mixture of letters and numbers), plus 2 additional digits, please ignore these last two digits which are separated from the main number.

Original birth certificate	Name as declared on the certificate	
Town and district from certificate		
Date of birth	D D M M Y Y Y Y Y	Date of issue D D M M Y Y Y Y Y

Adoption certificate	Name as declared on the certificate	
Date of birth	D D M M Y Y Y Y Y	Date of adoption order D D M M Y Y Y Y Y
Description of court or by whom effected		Date of entry

Please be aware that historically some adoptive parents were issued a short birth certificate. For the purposes of a DBS application you will need to see a "certified copy of an entry" (i.e. a long certificate which includes details of the adoption).

Biometric residence permit	Permit number	
Date of birth	D D M M Y Y Y Y Y	Date of issue D D M M Y Y Y Y Y
Valid until	D D M M Y Y Y Y Y	<i>This space is deliberately blank.</i>

Group 2a or 2b documents

Additional document 1	Document type																
Reference number (if applicable)																	
Issuing Country or organisation etc.																	
Date of issue	D	D	M	M	Y	Y	Y	Y	Valid to (if applicable)	D	D	M	M	Y	Y	Y	Y

Additional document 2	Document type																
Reference number (if applicable)																	
Issuing Country or organisation etc.																	
Date of issue	D	D	M	M	Y	Y	Y	Y	Valid to (if applicable)	D	D	M	M	Y	Y	Y	Y

Changes of name

If the applicant's name has changed since the time of birth (such as through marriage, divorce or adoption), please ensure that you see documentation as evidence. If you have declared a marriage certificate or adoption certificate as part of the Group 1, 2a or 2b documents, you do NOT need to declare it here as well.

Change of name certificate	Name of applicant as declared on the certificate											
Certificate type		Date of issue	D	D	M	M	Y	Y	Y	Y		
Certificate number (if available)		Issuing body (court, registrar etc.)										

Change of name certificate	Name of applicant as declared on the certificate											
Certificate type		Date of issue	D	D	M	M	Y	Y	Y	Y		
Certificate number (if available)		Issuing body (court, registrar etc.)										

Please confirm:

1. The applicant's current address has been checked against at least one document. **(Yes/No)**
2. If the applicant's name has changed since birth, suitable documentation has been provided as evidence for the reason for the change of name. **(Yes/No)**

Please provide the details of the person who has verified the documents:

Full name	Date	D	D	M	M	Y	Y	Y	Y
Current address (including postcode):									
Do you have an enhanced DBS: Yes / No (please delete as appropriate).					Signed				

Please return this ID check form to the Urban Saints Support Centre promptly.

Please see the guidance notes for the details of how to return the form.