



BY APPOINTMENT TO THE KING OF KINGS
SERVING YOUNG PEOPLE
FOR OVER ONE HUNDRED YEARS

URBAN SAINTS

COMPLETING THE DBS IDENTITY CHECK LIST

As part of the DBS Disclosure application process, the identity of the applicant needs to be confirmed. The applicant will need their Minister or another Urban Saints leader who already has an enhanced DBS / CRB Disclosure, (and who is not a relative), to carry out the identity check.

The applicant will need to provide original documentation for the checker to view. The checker will then record details from this documentation onto the DBS Identity Check List (Page 4 of this document). Valid identity documents are divided into two lists, Group 1 and Group 2 (see Page 3. Adapted from CCPAS' Ebulk Applicants Guide).

- A) When completing the DBS Identity Check List, the checker must use **BLACK INK** throughout and write clearly in **BLOCK CAPITALS**. Please **DO NOT** use Tippex™.
- B) If the applicant can provide at least **ONE** document from Group 1, then they need only produce **TWO** further documents (from either Group 1 or Group 2a or 2b).
If the applicant cannot provide **ANY** documents from Group 1, then they must produce **one document from Group 2a** and two documents either from Group 2a or Group 2b, one of which must verify their current address.
If the applicant cannot meet these criteria, please contact the Support Centre who will give you an alternate route.
- C) **All documents MUST be in the CURRENT NAME of the applicant (marriage certificate excepted).** Where a document in a different name is provided, it must be supported by additional documentation, e.g. a maiden name birth certificate supported by a marriage certificate.
- D) **At least one document MUST show the applicant's CURRENT ADDRESS.** After checking that the current address of the applicant matches the documents produced, please **tick the relevant section on the DBS Identity Check List**.
- E) **At least one document MUST show the applicant's DATE OF BIRTH.** Please enter the date of birth from a Group 2 document onto the DBS Identity Check List if it has not already been verified in a Group 1 document.
- F) The checker must enter **ALL** of the **required details** of the documents seen, as indicated on the DBS Identity Check List.
- G) The checker must ensure that **ALL** of the documents fall within the **date of issue** requirements given at the bottom of the list of Valid Identity Documents (see Page 2).
- H) The checker must complete the '**Evidence Seen By**' section and give the completed DBS Identity Check List back to the applicant. Please **DO NOT** fill in **Section w on the back page of the applicant's DBS Disclosure Application Form**.
- I) **The applicant must return the DBS Identity Check List to the Urban Saints Support Centre with their completed DBS Disclosure Application Form, in the envelope provided.**
- J) **THE APPLICANT MUST NOT SEND ANY IDENTITY DOCUMENTS WITH THE APPLICATION.**

Urban Saints Support Centre: Kestin House, 45 Crescent Road, Luton, Bedfordshire, LU2 0AH

Tel: 01582 589850 Fax: 01582 721702 Web: www.urbansaints.org Email: email@urbansaints.org

Urban Saints is the operating name of The Crusaders' Union, a company limited by guarantee and registered in England & Wales, company number 07771037, charity number 1144923, and in Scotland, charity number SCO39313.

List of Valid Identity Documents

GROUP 1 DOCUMENTS	DETAILS
Current valid Passport	Any current valid passport
UK Birth Certificate (UK/Channel Islands and Isle of Man)	Issued within 12 months of date of birth – full or short form acceptable including those issued by UK authorities overseas such as Embassies, High Commissions and HM Forces
Current UK or EU Driving Licence (full or provisional)	UK/Isle of Man/ Channel Islands and EEA. All licences must be valid in line with current DVLA requirements Photocard only must be accompanied by paper counterpart giving applicants address
Biometric Residence Permit (UK)	UK only
Adoption Certificate	UK & Channel Islands
GROUP 2a DOCUMENTS	DETAILS
Current Driving Licence	Photo card (full or provisional) or old-style paper version (if issued before 1998). UK/Isle of Man/Channel Islands and EEA
Biometric Residence Permit (UK)	UK only
Birth Certificate	UK & Channel Islands – issued after 12 months of date of birth by the General Register Officer/relevant authority i.e. Registrars
Certified copy of Birth Certificate	UK & Channel Islands – issued after 12 months of date of birth
Marriage / Civil Partnership Certificate	UK and Channel Islands
HM Forces Identity Card	UK only
UK Firearms Licence	UK, Isle of Man and Channel Islands
Immigration document, visa or work permit	Issued by a country outside the EEA and valid only for role where applicant is living and working outside of the UK. Visa/permit must relate to the non-EEA country in which the role is based.
GROUP 2b DOCUMENTS	DETAILS
EEA National ID Card***	
Financial Statement**	E.g. pension, endowment, ISA (UK)
Cards carrying PASS accreditation***	UK, Isle of Man and Channel Islands (National proof of age card with PASS hologram)
P45/P60 Statement**	UK & Channel Islands
Bank/Building Society Statement*	UK and Channel Islands or EEA
Bank/Building Society Account Opening Confirmation letter	UK
Utility Bill*	Electricity, gas, water, telephone but NOT mobile 'phone
Credit Card Statement*	UK or EEA (Non-EEA statements must not be accepted)
Mortgage Statement**	UK or EEA (Non-EEA statements must not be accepted)
Benefit Statement*	E.g. Child Allowance, pension
Council Tax Statement**	UK & Channel Islands
Work Permit/Visa (UK)**	UK only
A document from Central/Local Govt./ Govt. Agency/Local Authority giving entitlement*	E.g. Department for Work and Pensions, the Employment Service, Customs & Revenue, Job Centre, Job Centre Plus, Social Security
Letter from Head Teacher or College Principal ***	16/19 year olds in full time education UK only – to be used in exceptional circumstances when all other documents have been exhausted

Notes: * Documentation should be less than three months old

** Issued within the past 12 months

***It must still be valid

Not denoted – it can be more than 12 months old

List subject to amendment; please check 'ID Checking Process' at

<https://www.gov.uk/crb-criminal-records-bureau-check/documents-the-applicant-must-provide->

IMPORTANT – PLEASE DO NOT SEND US ANY ORIGINAL ID DOCUMENTS. PLEASE CAREFULLY READ AND FOLLOW THE INSTRUCTIONS IN THIS INFORMATION SHEET FOR DETAILS OF HOW TO PROVIDE US WITH PROOF OF ID.

DBS IDENTITY CHECK LIST (Please provide **DETAILS** of **AT LEAST** three items of identification, **AT LEAST ONE** must be from Group 1. Please **DO NOT SEND US ANY ORIGINAL ID DOCUMENTATION.**)

Full name of applicant: (include **ALL** forenames)

_____ Form/ On line ref: _____

Current Address: _____

_____ Post Code _____

Group 1 Documents - List below the Group 1 documents seen, providing ALL of the information requested:

If completing this section, please provide <u>ALL</u> of the information requested.			
Passport number			
Nationality			
Date of birth		Date of issue	
If completing this section, please provide <u>ALL</u> of the information requested.			
Driving licence number			
Type: paper/photocard			
Date of birth			
Valid from		Country of issue	
If completing this section, please provide <u>ALL</u> of the information requested.			
Original birth certificate	(Enter Town & District from certificate)		
Date of birth			
Country of issue		Date of issue	
If completing this section, please provide <u>ALL</u> of the information requested.			
Biometric Resident Permit Number			
Expiry Date			
Date of issue		Date of issue	
If completing this section, please provide <u>ALL</u> of the information requested.			
Date of Adoption order		Date of birth	
Description of court making order		Date of entry	

Group 2 Documents - List below the Group 2 documents seen providing ALL of the information requested:

DOCUMENT TYPE	REFERENCE NUMBER AND DATE OF ISSUE

CONFIRM: Current address checked with documentation (please tick)

Date of birth from at least one document (if not in Group 1 above) _____ / _____ / _____

Evidence seen by: Signed	Print name and address:	Date:
Head Office countersignatory	Print name:	Date: Number 203752000__

THE APPLICANT MUST NOW RETURN THIS COMPLETED DBS IDENTITY CHECK TO URBAN SAINTS, VOLUNTEER SUPPORT, KESTIN HOUSE, 45 CRESCENT ROAD, LUTON, LU2 0AH. NO ORIGINAL ID DOCUMENTS.