

# ID VALIDATION FORM



Application Reference

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Name of Organisation: \_\_\_\_\_

Position applied for \_\_\_\_\_  
(please be specific, eg. do they work with vulnerable adults or children?)

Is this position supervised  or unsupervised (See Barred List Check below)

Is the applicant a volunteer  or staff member

## Identity Validation - Applicant Details as they appear on the ID documentation provided.

Full name: \_\_\_\_\_

Driving Licence No: \_\_\_\_\_ National Insurance No: \_\_\_\_\_

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

Date of Birth

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Current postcode

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Three documents should be produced in the name of the applicant; **one from Group 1 and two from Group 2**. If this is not possible, then **four documents from Group 2** should be produced, one of which should be a birth certificate. At least one of these documents should be photographic identification.

I confirm I have seen the original ID documentation as indicated on the attached sheet

Date of ID check

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Signature of responsible person

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## Barred List Check

Applicants working **unsupervised** with vulnerable adults and/or children require a check against the Barred List. It is a criminal offence for someone who is on the Barred List to apply for certain posts, therefore you must inform him/her that you are going to do this check and ask the question: 'Is there is any reason why you cannot work in Regulated Activity with children/adults?'

I confirm that a Barred List check is required, that the applicant has been informed and that I have asked

the above question:  Date.....

Name of responsible person: ..... Signature: .....

**Please ensure that ALL aspects of this form are completed correctly to avoid processing delays.**

## GROUP 1

- Current passport (any nationality)
- Biometric Residence Permit (UK)
- Current driving licence (UK, ROI, Isle of Man, Channel Islands or any EU country)
- Original birth certificate (UK, Isle of Man or Channel Islands) issue at time of birth
- Original long form Irish birth certificate – issued at time of registration of birth
- Adoption certificate (UK, Isle of Man or Channel Islands)

\* documentation must be less than 3 months old

\*\* documentation must be issued within the last 12 months

## GROUP 2

- Birth certificate (UK, ROI, Isle of Man or Channel Islands) issued after time of birth
- Marriage/Civil Partnership Certificate (UK, Isle of Man or Channel Islands)
- HM Forces ID card (UK)
- National Insurance Card or notification letter with NI number (UK)
- Firearms licence (UK and Channel Islands)
- Bank / Building Society Account Confirmation Letter
- Electoral ID card (NI only)
- EU National ID card
- Cards carrying the PASS Accreditation logo (UK and Channel Islands)
- Senior SmartPass (Translink) (NI only)
- Current UK driving licence (old paper version)
- Examination certificates (16-18 year olds only)
- Bank/Building Society Statement (UK or EEA)\*
- Credit card statement (UK or EEA)\*
- Utility Bill (UK or ROI)\* – not mobile phone
- Benefit statement (UK)\*
- Addressed payslip\*
- Mortgage statement (UK or EEA)\*\*
- Financial statement (UK)\*\*
- P45/60 statement (UK and Channel Islands)\*\*
- Land and Property Services Agency rates demand (NI only)\*\*
- Work Permit/Visa (UK) (UK Residence Permit)\*\*.
- Letter from a Head Teacher or Further Education College Principal (16-18 year olds in full time education – only to be used when other documentation routes are exhausted)\*\*

When you have completed this form it should be emailed without delay to [enquiry@causewayvc.org](mailto:enquiry@causewayvc.org)