

# 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.

Surname: ..... First Name: ..... Middle Name(s): .....

Date of Birth

		/			/				
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Current postcode

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Driving Licence No: .....

Passport number: .....

National Insurance Number: .....

Telephone number: .....

## Barred List Check – if required

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?'

Applicant's response to question: No  Yes  Date .....

I confirm that a Barred List check is required for this applicant, the applicant has been informed and I have asked the above question and recorded the response.

Signed: ..... Date: .....

**Three** documents should be produced in the name of the applicant; **one from Group 1 and a further two from Group 1 or 2a or 2b**. At least one document must show the applicant's current address. If this is not possible, then **four documents from Group 2a and 2b** should be produced, one of which must be a birth certificate. One document must show the applicants current address.

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

Date of ID check

		/			/				
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Name of responsible person

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Signature of responsible person

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**Please send copies of ID documentation with this form to enable it to be processed.**

## GROUP 1

- |   |  |
|---|--|
| <input type="checkbox"/> Current passport (any nationality)   | <input type="checkbox"/> Original birth certificate (UK, Isle of Man or Channel Islands) issue at time of birth    |
| <input type="checkbox"/> Biometric Residence Permit (UK)  | <input type="checkbox"/> Original long form Irish birth certificate –issued at time of registration of birth (ROI) |
| <input type="checkbox"/> Current driving licence (UK, ROI, Isle of Man, Channel Islands or any EEA country) | <input type="checkbox"/> Adoption certificate (UK, Isle of Man or Channel Islands)                                 |

## GROUP 2a

- |   |   |
|---|---|
| <input type="checkbox"/> Birth certificate (UK, ROI, Isle of Man or Channel Islands) issued after time of birth | <input type="checkbox"/> Electoral ID card (NI only)  |
| <input type="checkbox"/> Marriage/Civil Partnership Certificate (UK, ROI, Isle of Man or Channel Islands)       | <input type="checkbox"/> Current driving licence photocard (full or provisional) All countries outside the EEA  |
| <input type="checkbox"/> HM Forces ID card (UK)   | <input type="checkbox"/> Current driving licence (full or provisional paper version (if issued before 1998) (UK, Isle of Man, Channel Islands, EEA)                                       |
| <input type="checkbox"/> Firearms licence (UK, Channel Islands and Isle of Man)                                 | <input type="checkbox"/> Immigration document, visa or work permit (issued by a country outside the EEA – valid only if the applicant is working in the country that issued the document) |

## GROUP 2b

- |  |   |
|--|---|
| <input type="checkbox"/> Mortgage Statement (UK, EEA)                                    | <input type="checkbox"/> Land and Property Services rates demand (NI only)      |
| <input type="checkbox"/> Financial statement, for example ISA, pension or endowment (UK) | <input type="checkbox"/> Council tax statement (Great Britain, Channel Islands) |
| <input type="checkbox"/> P45 or P60 statement (UK, Channel Islands)                      |   |

### **Above documents must be issued within the last 12 months**

- |  |  |
|--|--|
| <input type="checkbox"/> Credit card statement (UK,EEA)  | <input type="checkbox"/> Bank or building society account opening confirmation letter (UK, EEA)          |
| <input type="checkbox"/> Bank or Building society statement (UK, EEA)  | <input type="checkbox"/> Utility bill (not mobile phone) (UK, EEA)                                       |
| <input type="checkbox"/> Bank or Building society statement (Outside EEA) (Branch must be in the country where the applicant lives and works)  | <input type="checkbox"/> Benefit statement, for example Child Benefit, Pension etc (UK, Channel Islands) |
| <input type="checkbox"/> 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, Channel Islands) |  |

### **Above documents must be issued within the last 3 months**

- |   |  |
|---|--|
| <input type="checkbox"/> EU National ID card                                    | <input type="checkbox"/> Cards carrying the PASS accreditation logo (UK, Isle of Man, Channel Islands)   |
| <input type="checkbox"/> 60+ or Senior (65+) SmartPass issued by Translink (NI) | <input type="checkbox"/> Letter from head teacher or further education college principal (UK for 16 -19 year olds in full time education – only used in exceptional circumstances if other documents cannot be provided) |
| <input type="checkbox"/> yLink card issued by Translink (NI)                    | <input type="checkbox"/> Letter of sponsorship from future employment provider or voluntary organization (Non UK or non-EEA only for applicants residing outside UK at time of application)                              |

### **Above documents must be valid at the time of checking**