

Bradford Council HR Vetting Service

Guidance for authorised identity evidence checker (ID checker)

Introduction

Bradford Council is a Registered Body with the Disclosure & Barring Service (DBS) for the purpose of obtaining DBS disclosures for our own staff, and also acts as an Umbrella Body for the application of enhanced DBS disclosures for other employers, such as schools and other providers of services to educational institutions.

As part of the DBS disclosure application process, the employing body must nominate an authorised identity evidence checker (ID checker) to vigorously check the identity of the applicant from the list of approved documents (available from www.gov.uk/dbs) and check the DBS disclosure application form has been completed correctly, before returning to the council's HR Vetting Service for processing.

This document provides detailed guidance for authorised ID checkers on correctly completing the DBS disclosure application form. Refresher training for authorised ID checkers is available from the council's HR Vetting Service on request.

The role of the Identity Evidence Checker

The authorised ID checker must agree to adhere to the DBS Code of Practice (available from www.gov.uk/dbs). Remember that although the applicant will be completing sections 'a', 'b', 'c' and 'e' on the form, it is still the responsibility of the ID checker to ensure that all parts of the application form have been completed correctly and that the applicant has presented sufficient *original* documentation to confirm their identity.

Before considering asking a person to make an application for a DBS check you are legally responsible for ensuring that you are entitled to ask that person to reveal their conviction history. All staff on school payrolls will remain in regulated activity but volunteers may not. Please refer to the eligibility guidance (available on [BSO](#)) to ensure that the position meets the new definition of regulated activity before completing sections x64 - x66.

The ID checker must check the identity documents provided by the applicant, and complete the corresponding verification boxes in sections 'a' and 'b' marked "registered body use only" by placing an X in the relevant box to indicate that they have seen an original document which matches exactly the information provided by the applicant. These verification boxes relate to the identity of the applicant and cover their: title, full name, date of birth, nationality, national insurance number, driving licence number, passport number and current address.

If this information is not checked and verified it will affect the information released by the DBS and may result in the release of an inaccurate DBS certificate.

The ID checker must also complete a Confirmation of Identity Form, available from Bradford Schools Online (BSO), detailing each identity document that has been checked, and sections 'w' and 'x' of the DBS disclosure application form on behalf of the Registered Body. Be careful when you are filling out your parts of the form and when carrying out checks of applicant details and evidence of identity as any errors may delay the application or cause the form to be rejected.

When confirming an applicant's identity only original documentation should be provided by the applicant - photocopies must not be accepted. At least one form of photo id is advisable if possible. Documents should be produced to verify the applicant's full current name, their date of birth and their current address. Please refer to the acceptable documents list. It is not advisable to rely on a driving licence as the only evidence of address. The applicant should provide a document that has been sent to them via the Royal Mail within the last 3 months. Evidence checking is vital to the application process and the integrity of the checks carried out by the DBS, so please ensure extreme diligence throughout this process.

Completing the DBS Application Form

You should familiarise yourself with the *Tips for Completing the New Application Form* and the *Applicant Guide to Completing the DBS Application Form* (available from www.gov.uk/government/publications/dbs-application-forms-guide-for-applicants)

General Rules

- Use CAPITAL LETTERS and write clearly.
- Use black ink.
- Write only one letter or number in each box. Leave a blank box between words.
- If any field is not relevant leave blank. Do not strike through or write anything else (eg n/a).

Correcting Mistakes

Do not use correcting fluid. If you make a mistake, put a line through the mistake, and correct it to the right if there are spaces to do so.

Do not write anywhere outside the boxes. If there are not enough boxes to make your correction, the information should be recorded on a continuation sheet (available from the DBS website on www.gov.uk/government/publications/dbs-continuation-sheet)

If the mistake has been made in a check box do not strike it out but cross the correct box and put a circle around it.

Common mistakes

DATES

- Make sure that you complete these date fields in this format as below:
- For date of birth - DDMMYYYY- 25122000
- For date of Surname used - MMYYYY- 122000
- For current & other addresses date - MMYYYY - 102000

Be careful not to mistake the second format MMYYYY as requiring the date, month and year.

PREVIOUS NAMES

- If you answer 'yes' to having other names, you must always complete both the Surname and Forename(s) and dates used from and to even if the forenames are the same as those used with your current name

Example- current name: Mrs Joan Mary Smith

Previous Names: Surname: Jones / Forenames: Joan Mary / Date Used 122000 to 122002

PREVIOUS ADDRESSES

There can be overlaps (as in the case of students with term time addresses) but not gaps

- *Example – if you moved into your current address on 1 February, you would also leave your previous address on 1 February and not 31 January (see below)*

Previous Address from 101995 to 022006

- Example- current name: Mrs Joan Mary Smith*

Previous Names: Surname: Jones / Forenames: Joan Mary / Date Used 122000 to 122002

There can be overlaps (as in the case of students with term time addresses) but not gaps

- *Example – if the applicant moved into their current address on 1 February, they would also leave their previous address on 1 February and not 31 January (see below)*

Previous Address from 101995 to 022006

You **must** complete the position applied for field as follows:

- **X61 Line 1:** Write one of the following form of words to indicate the relevant workforce(s):
 - **Child Workforce** - Use this for any position that involves working/volunteering with children.
 - **Child and Adult Workforce** - Use this for any position that involves working/volunteering with children and adults.
- **X61 Line 2:** Enter a description of the 'position applied for' up to 30 characters.

61	position applied for
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CHILD WORKFORCE

TEACHER IN PRIMARY SCHOOL

- This does not have to be the actual post title but a clear, short description of the post that makes it clear it is a post working in a school and therefore eligible for an enhanced check.

Example - post title "leader in developing assessment and co-ordinator of numeracy" on DBS application form write "teacher"

- Do not use abbreviations or descriptions that will be unfamiliar to DBS or Police

LEVEL OF DBS CHECK

- *Enhanced checks are required for all posts, but make sure you are only selecting the additional barred list (former List 99) check (X64—66) that you are entitled to and that they are in a regulated activity as defined in by current legislation.*

VOLUNTEERS

- Cross the relevant box for a free check if this is a *genuine* volunteer post. Not all unpaid work is classified as volunteer for the purposes of a DBS check. If you are in doubt as to whether a free check applies please contact the HR Vetting Team.

SIGNING THE FORM

- The applicant should sign section E. The ID checker should not sign or date the form as this will be done by the registered body's counter-signatory.

DBS CONTINUATION SHEETS

- If further space is required for previous names or previous addresses, these should be included on a *DBS Continuation Sheet* (available from [BSO](#) or www.gov.uk/government/publications/dbs-continuation-sheet)
- The ID checker should also check this form to make sure it has been completed correctly.
- Do not sign the continuation sheet – it will be signed by the registered body's counter-signatory.

CONFIRMATION OF IDENTITY

- All forms of identity documentation presented by the candidate and checked by the ID checker should be specified on a *Confirmation of Identity Form* (available on [BSO](#)). These forms are checked by the authorised registered body's counter-signatory and then either securely destroyed, or returned to the ID checker if the application form has been completed incorrectly.

RETURNING THE DBS DISCLOSURE APPLICATION FORM

- The DBS disclosure application form, along with the *Confirmation of Identity Form* and any continuation forms, should be returned to the HR Vetting Service. The HR Vetting Service will check and record the details of the form, arrange for it to be countersigned, and dispatch to the DBS for processing.

Section a

NAME

The first set of checks refers to the applicant's current name, including their title, surname and forenames.

Section a4 must be crossed either 'no' (if the applicant has never been known by another name) or 'yes' If the details provided in a1 to a3 are different to the applicant's name at birth.

If the applicant has been known by other names from the age of 10 for any reason, whether in an official or unofficial capacity, all of their 'other name' combinations must be provided on the form. You must first ensure the applicant has crossed the 'yes' box in section a4. You must then check that each name combination has been supplied in the correct format, stating the surname, forenames and the dates between which each combination was used. The dates should be provided using the month and full year (MM/YYYY) format. Ensure that you see the relevant documentation (for example, a marriage certificate or deed poll), which validates their name change, and cross the relevant verification box.

If you require information or advice about how transgender, or police witness protection applicants should complete the form, contact the DBS Transgender Line on 0151 676 1452 or email DBSsensitive@DBS.gsi.gov.uk for information on the sensitive application process.

DATE OF BIRTH

The applicant must provide at least one document for you to be able to validate their date of birth. When checking this field, please ensure that it has been completed using the correct format – with the day followed by the month and then the year in full. Be particularly careful to check that the American format has not been used, as this would switch the day and the month around, and would be incorrect. Cross the relevant verification box.

PERSONAL DOCUMENTATION

The next three verification boxes in section 'a' refer to the applicant's personal documentation, specifically their national insurance number, UK driving licence and passport details.

If the applicant has been issued with any of these specified forms of ID they **must** complete the details - if the applicant has not provided any of these details then the ID checker should check that this is correct. Please point out to the applicant that in signing the application form they are declaring that all the information given is correct. It not acceptable therefore to cross 'no' to questions 20, 22 and 24 if they **do** hold these documents but don't have the numbers to hand. If the applicant does not have the document details, they should try to obtain them by whatever means possible, otherwise they must attach an explanation on the continuation sheet as to why they cannot provide the details.

If the applicant provides full details but cannot supply original documentation, the ID checker should not complete the verification field, and ensure that the applicant has provided sufficient alternative ID documentation from the approved list. The applicant must provide at least one

a applicant's details

1 title ☐ mr ☐ mrs ☐ miss ☐ ms ☐ other ☐

2 surname

3 forename(s)

4 have you ever been known by any other names? ☐ no ☐ yes ☐ If 'yes' you must complete the full name(s) in a5 - a13 as appropriate, if 'no' go to a14. Use a continuation sheet if necessary, available from www.crb.gov.uk

5 surname

6 forename(s)

7 dates from and to -

8 surname

9 forename(s)

10 dates from and to -

11 surname

12 forename(s)

13 dates from and to -

14 date of birth

15 gender ☐ male ☐ female ☐

16 place of birth (town)

17 place of birth (country)

18 e-mail address

19 contact telephone number

20 do you have a national insurance number? ☐ no ☐ yes ☐ If 'yes' you must complete a21, if 'no' go to a22

21 national insurance number

22 do you hold a valid UK driving licence? ☐ no ☐ yes ☐ If 'yes' you must complete a23, if 'no' go to a24

23 driving licence number

24 do you hold a valid passport? ☐ no ☐ yes ☐ If 'yes' you must complete a25, a26, and a27, if 'no' go to a28

25 passport number

26 nationality

27 country of issue

28 NOT USED DO NOT USE

29 NOT USED DO NOT USE

30 do you have a Scottish vetting & barring number? ☐ no ☐ yes ☐ If 'yes' you must complete a31, if 'no' go to section b

31 Scottish vetting & barring number

registered body use

a1-a3 verified ☐

a14 verified ☐

a21 verified ☐

a23 verified ☐

a25 verified ☐

document that confirms current name, one that confirms the date of birth and one that confirms the current address. If possible one of the approved documents should contain a photograph of the applicant.

All identity documents provided by the applicant and the date of issue of the documentation should be detailed on the additional *Confirmation of Identity Form* (available from BSO), and enclosed with the DBS disclosure application form to the HR Vetting Service, to be brought to the attention of the authorised countersignatory.

- All documentation must be original and not photocopies.
- Utility bills and bank statements should be not less than 3 months old or 1 year in the case of annual statements such as council tax.
- They must be hard copies that have been addressed to the applicant and sent to them by post. Print outs of internet bank accounts are not acceptable.
- Passports and driving licences should be valid and not expired. Both the picture card and paper counterpart of the driving licence must be seen to be accepted as a form of identification. A photo card on its own is not a valid document.

A full list of acceptable documents can be found on [BSO](#) and www.gov.uk/dbs

If, when carrying out your checks, you find that the information provided on the form does not match that on the document provided – for example, because the applicant has missed out a number from their passport or written the wrong letter at the end of their driving licence details, the applicant must put a line through the incorrect data and provide the correct information to the right, or on a continuation sheet..

Section b

It is important to carefully check the current address supplied in section 'b', as it is the address to which the certificate containing the outcomes of the DBS checks will be sent to the applicant.

The county field at b34 is the only one that is not mandatory in this section. All other fields must be completed or the application will be delayed. For a UK address the DBS will now accept any variation for the country, eg England, UK, Great Britain. Conjoined addresses are not acceptable, please ensure that there is a gap between the house number and street name etc.

Finally, check that the applicant has filled in the date field at b37 with the month followed by the year in full to indicate the date they first started living at their current address.

Once you have verified the current address details from the original versions of acceptable documentation, cross through the verification box in section 'b'.

b current address Please give details of your current address.
This is the address to which all correspondence will be sent.

32 address

33 town/city

34 county

35 UK postcode 36 country

37 at address since

registered body use only
current address verified? ☐

Section c

Please ensure that the applicant has completed this section correctly. If the date at which the applicant began living at their current address is five years or more prior to the date on which the applicant completed the form then no further addresses are required. However, if they have been at the current address for less than five years, you must ensure the applicant has filled in section 'c' on the form with any other addresses they have lived at during those five years.

Check the dates carefully to ensure that a continuous five-year address history has been supplied. Please note that there should be no gaps in dates but there can be overlaps (for example in the case of students giving a term time address).

The form provides space for two additional addresses. A *DBS Continuation Sheet* (available from [BSO](#) or www.gov.uk/government/publications/dbs-continuation-sheet) should be used if further addresses need to be detailed to provide the full five-year history.

For those applicants who do not have a straightforward address history (for example if they have been travelling) please contact the HR Vetting Service for further advice.

Section d

The section should be left **blank**.

Section e

Please ensure that the applicant completes all the questions in section 'e' and signs the declaration in the box provided. Please point out to the applicant that in signing the application form they are declaring that all the information given is correct. Go through the form with them to confirm that all the information is correct.

e declaration by the applicant

55 have you ever been convicted of a criminal offence or received a caution, reprimand or warning? no ☐ yes ☐

56 declaration by the applicant

By signing the applicant declaration box I confirm that the information that I have provided in support of this application is complete and true and understand that knowingly to make a false statement for this purpose may be a criminal offence.

57 date of signature

Applicant declaration (please sign within the box provided)

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Section w

Once all the identity checks have been completed the approved ID checker should enter their name in section 'w' and place an X in the relevant box if they have been able to establish the applicant's true identity via Route One by examining original and valid versions of documents and completing the verification check boxes. If you are unable to do this please do not cross the box, and request a Route Two validation check when submitting the application to the HR Vetting Team. Please advise the applicant that you will be using this route.

If documentation cannot be produced to satisfy any of the 3 routes, you must advise the applicant that it may be necessary to obtain fingerprint identification and ask them to check again whether they have any of the approved documentation. If they do not, please contact the HR Vetting Team for advice.

Sections w, x and y for Registered Body use only Form Ref

For help and assistance in completing this page please follow CRB guidance on the website - www.crb.gov.uk
Complete all sections marked in **BLUE** - if you do not, this form will be returned unprocessed and this will delay this application.

w evidence of identity

58 name of evidence checker

59 have you established the true identity of the applicant, by examining a range of documents as set out in CRB guidance, and verified the information provided by the applicant in sections a and b, by completing the verification check boxes? no ☐ yes ☐

Section x

Section 'x' of the application form relates to applications for a DBS check. The approved ID checker should fully complete section 'x', confirming the details required for the DBS check, and crossing the appropriate box regarding entitlement to request an ISA barred list check for children and / or vulnerable adults.

Position applied for

This field influences the Police decision as to whether any additional information is relevant. Therefore it is important that the first line states the workforce (see example on page 3 of this guidance) and the second line gives a post title that is job specific and make it clear that it involves working in a school.

- *Example:* do not put "cleaner" but instead put "school cleaner".
- *Example:* do not just put "volunteer" be more specific, for example, "volunteer school classroom helper" for a person who helps children with reading.

PLEASE NOTE – Forms not completed in this format will be rejected by DBS.

X64 – x66

Please ensure that you are requesting the correct ISA barred list check and that you are entitled to do so (please refer to the guidance on regulated activity and eligibility).

As it is a criminal offence to apply for a position, if banned from working with that group of people, it will trigger a police investigation if the applicant is on that list, so it is important to check **only** the appropriate list.

Section y

This section should be left **blank**. It will be completed and signed by the authorised registered body counter-signatory in the HR Vetting Team.

Section z

This section should be left blank. It will be completed by the DBS.

61 position applied for

62 organisation name

63 level of CRB check Please cross one box only standard ☐ If crossed go to x67 enhanced ☒ If crossed go to x64

64 are you entitled to know whether the applicant is registered to work with children? no ☐ yes ☐

65 are you entitled to know whether the applicant is registered to work with vulnerable adults? no ☐ yes ☐

66 does this position involve working with children or vulnerable adults at the applicant's home address? no ☐ yes ☐

y statement by registered person

69 registered body number

70 counter-signatory number

71 do you have payment on account? no ☐ yes ☐ Please enclose payment if required

72 declaration by registered person

I confirm that the requisite documentation and information has been supplied and checked in accordance with CRB guidance. I declare that the information I have provided in support of the application is complete and true and understand that knowingly to make a false statement for this purpose may be a criminal offence. I certify that, where requested, an application for a CRB check is required for the purpose of asking an exempted question under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975; or for a prescribed purpose as defined in the Police Act 1997 (Criminal Records) Regulations 2002.

Signature of registered person (please sign within the box provided)

73 date of countersignature

z CRB use only

74 payment type received cheque ☐ postal order ☐ multipayment ☐ voucher ☐

75 examined by

LIST OF VALID & ACCEPTABLE IDENTITY DOCUMENTS

Group 1 - Primary Trusted Identity Credentials

Current valid Passport

Biometric Residence Permit (UK)

Current Driving Licence (UK) (Full or provisional) Isle of Man/Channel Islands;

Photo card only (a photo card is only valid if the individual presents it with the associated counterpart licence; except Jersey)

Birth Certificate (UK & Channel Islands) - issued at the time of birth;

Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces

Group 2a - Trusted Government/State Issued Documents

Current UK Driving licence (old style paper version)

Current Non-UK Photo Driving Licence (valid for up to 12 months from the date the applicant entered the UK)

Birth Certificate (UK & Channel Islands) – (issued after the time of birth by the General Register Office/relevant authority i.e. Registrars - Photocopies are not acceptable)

Marriage/Civil Partnership Certificate (UK & Channel Islands)

Adoption Certificate (UK & Channel Islands)

HM Forces ID Card (UK)

Fire Arms Licence (UK; Channel Islands and Isle of Man)

Group 2b - Financial/Social History Documents

Mortgage Statement (UK or EEA)** (Non-EEA statements must not be accepted)

Bank/Building Society Statement (UK or EEA)* (Non-EEA statements must not be accepted)

Bank/Building Society Account Opening Confirmation letter (UK)

Credit Card Statement (UK or EEA)* (Non-EEA statements must not be accepted)

Financial Statement (UK)** - e.g. pension, endowment, ISA (UK)

P45/P60 Statement (UK & Channel Islands)**

Council Tax Statement (UK & Channel Islands)**

Work Permit/Visa (UK) (UK Residence Permit) (valid up to expiry date)

Letter of Sponsorship from future employment provider (Non-UK/Non-EEA only – valid only for applicants residing outside of the UK at time of application).

Utility Bill (UK)* - Not Mobile Telephone

Benefit Statement* (UK) - e.g. Child Allowance, Pension

A document from Central/Local Government/Government Agency/Local Authority giving entitlement (UK & Channel Islands)* - e.g. from the Department for Work and

Pensions, the Employment Service, Customs & Revenue, Job Centre, Job Centre Plus, Social Security

EU National ID Card

Cards carrying the PASS accreditation logo (UK and Channel Islands)

Letter from Head Teacher or College Principal (16 - 19 year olds in full time education - only used in exceptional circumstances when all other documents have been exhausted) (UK)

Please note:

If a document in the List of Valid Identity Documents is:

denoted with * - it should be less than three months old

denoted with** - it should be issued within the past 12 months

not denoted - it can be more than 12 months old

Flowchart for the 3 routes of Identity verification

