

**CONFIRMATION OF IDENTITY- APPLICANTS FROM OUTSIDE THE UK OR EEA (not volunteers)**

**(To be completed by the applicant in BLOCK CAPITALS using black ink)**

If you have a disability that may make the completion of this form difficult the form can be completed by someone on your behalf however your signature will continue to be required.

In order to confirm your identity, you need to present original identity documents. As of 3<sup>rd</sup> September 2018, a live video link can be used for face-to-face examinations of identity documents, for example Skype and FaceTime. However, it is important to note that the person carrying out the identity check must be in physical possession of the original documents. The number and type of documents are detailed below, and acceptable forms of documentation are detailed overleaf.

Non-EEA nationals who are eligible for a DBS check and receiving payment must use this route.

Route 1 can be used by adult household members of an applicant for paid work outside of the UK or EEA if living where 'work with children' takes place.

If you are from outside the UK or EEA and are applying for voluntary work, please see form DBS3a. Your identity can be verified via route 1.

**You must be able to produce 3 documents**

- 1 primary document
- 2 Supporting documents from either Group1 or Group 2a or Group 2b

**If you are unable to produce sufficient documents to meet these criteria, you will be unable to proceed with your application because your right to work in the UK cannot be established. You cannot use any other route.**

<b>Title:</b>	<b>Forename(s):</b>	<b>Surname:</b>	
<p><b>Any previous names:</b> (if applicable). List ALL previous names. You must be able to provide proof of all your name changes; if you are unable to do so you must provide the ID verifier with a satisfactory explanation.</p>			
<b>Full Address including Postcode:</b>			
<b>Date you moved into your current address:</b>	<b>MM</b>	<b>YY</b>	
(Please provide below details of previous addresses if you have lived at your current address less than 5 years)			
<b>Full address:</b>		<b>Full address:</b>	
<b>Dates from &amp; to:</b>		<b>Dates from &amp; to:</b>	
<b>Date of birth:</b>	<b>Place of birth:</b>	<b>National insurance / identity card number:</b>	

**Declaration (please read, sign & date)**

- In the spirit of the Church's commitment to protect and safeguard the vulnerable in our communities, I understand that to knowingly provide inaccurate information or omit information will be considered a breach of trust and may result in me being asked to step down from post.
- I am supplying sufficient documents to confirm my identity for DBS application and safer recruitment practice. I agree to these documents being photocopied for DBS verification purposes and understand that they will be securely disposed of on receipt of a completed disclosure\*. (\* excepting regulated care homes as per CQC and CSSIW requirements).
- I understand (in accordance with the General Data Protection Regulation 2016 and Data Protection Act 2018 that this form will be held in accordance with the Catholic Church's safeguarding record retention schedule.
- I declare that the information I have given on this form is correct.

**Signed:**

**Dated:**

**DOCUMENTS TO CONFIRM IDENTITY – APPLICANTS FROM OUTSIDE THE UK OR EEA APPLYING FOR PAID WORK**

(To be completed by the ID Verifier in **BLOCK CAPITALS** using **BLACK INK**. Please tick to indicate the original documents seen.)

<b>Full Name of applicant:</b>			
<b>Date of birth:</b>		<b>DBS form / Ebulk reference:</b>	
<p><b>The list below is the exhaustive list of acceptable Group 1, 2a and 2b documents as per the DBS ID guidelines from 3<sup>rd</sup> September 2018. Please note that some documents have particular validity periods.</b></p> <p>Documents printed from the internet are <b>not</b> acceptable. Photocopies are only accepted when produced with the original. At least 1 document must evidence the date of birth and 1 document must evidence the current address. Additionally, there must be evidence of the current name and all name changes.</p>			
PRIMARY DOCUMENTS			
<input checked="" type="checkbox"/>	DOCUMENT TYPE	<input checked="" type="checkbox"/>	DOCUMENT TYPE
<input type="checkbox"/>	A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK.	<input type="checkbox"/>	A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question. UK
<input type="checkbox"/>	A current passport <b>endorsed</b> to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.	<input type="checkbox"/>	A current passport <b>endorsed</b> to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
<input type="checkbox"/>	A Certificate of Application, which is less than 6 months old, issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment together with a Positive Verification Notice from the Home Office Employer Checking Service. UK	<input type="checkbox"/>	An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service. UK
<input type="checkbox"/>	A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.	<input type="checkbox"/>	A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.
<input type="checkbox"/>	A current Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or	<input type="checkbox"/>	A current Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK and is allowed to do the type of work in question, together with an

	Switzerland or who has a derivative right of residence.- UK		official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer. UK
	A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.-UK		
<b>SUPPORTING DOCUMENTS - GROUP 1</b>			
	Passport- Any current and valid passport. <b>(It can only be used as a supporting document if it has not already been used as a primary document.)</b>		Biometric residence permit. UK. <b>(It can only be used as a supporting document if it has not already been used as a primary document.)</b>
	Current driving licence photocard - full or provisional. <b>UK, Isle of Man, Channel Islands and EEA.</b> All licences must be valid in line with current DVLA requirements		Birth Certificate issued <b>within 12 months of birth. UK, Isle of Man and Channel Islands</b> – including those issued by UK authorities overseas, e.g. embassies, High Commissions and HM Forces- <b>(Former British Colonies)</b>
	Adoption Certificate. UK and Channel Islands		
<b>SUPPORTING DOCUMENTS - GROUP 2 a</b>			
		<b>Date of doc.</b>	<b>Date of doc.</b>
	Current driving licence photocard - (full or provisional) - <b>All countries outside the EEA (excluding Isle of Man and Channel Islands).</b> All licences must be valid in line with current DVLA requirements		Birth certificate - <b>issued after time of birth.</b> UK, Isle of Man and Channel Islands <b>(Former British Colonies)</b>
	Current driving licence (full or provisional) - <b>paper version (if issued before 1998).</b> UK, Isle of Man, Channel Islands and EEA. All licences must be valid in line with current DVLA requirements		Immigration document, visa or work permit (for applicants living and working outside the UK). Issued by the country where the role is based <sup>1</sup> .
	Marriage or civil partnership certificate. <b>UK and Channel Islands</b>		Firearms licence. UK, Channel Islands and Isle of Man
	HM Forces ID card. UK		
<b>SUPPORTING DOCUMENTS – GROUP 2 b</b>			
		<b>Date of doc.</b>	<b>Date of doc.</b>
	Mortgage Statement. UK/ EEA only. <b>(Issued in last 12 months).</b>		P45 or P60 statement UK and Channel Islands <b>(Issued in last 12 months)</b>
	Bank or building society statement (for applicants living and working outside the UK) <b>Countries outside the EEA (Issued in last 3 month)</b> - branch must		Central or local government, government agency, or local council document giving entitlement, e.g. from the Department for Work and Pensions, the Employment Service, HMRC. UK

<sup>1</sup> This relates to where the appointment decision is being made in the UK.

	be located in the country in which the applicant lives and works <sup>2</sup> .			and Channel Islands. <b>(Issued in last 3 months)</b> .	
	Credit card statement UK or EEA. <b>(Issued in last 3 months)</b>			Financial Statement (e.g. pension, endowment, ISA) UK. <b>(Issued in last 12 months)</b>	
	Bank or building society statement UK and Channel Islands or EEA. <b>(Issued in last 3 months)</b>			Council Tax statement UK and Channel Islands <b>(Issued in last 12 months)</b>	
	Letter of sponsorship from future employment provider. Non-UK or non-EEA only - valid only for applicants residing outside of the UK at time of application. <b>Must still be valid.</b>			Letter from Head Teacher or College Principal UK. For 16 to 19-year olds in full time education. <b>Only used in exceptional circumstances if other documents cannot be provided. (Must still be valid)</b>	
	Benefit Statement. (E.g. Child Allowance, Pension). UK <b>(Issued in last 3 months)</b> .			Bank or building society account opening confirmation letter UK. <b>(Issued in last 3 months)</b>	
	EEA National ID card - <b>Must still be valid</b>			Cards carrying the PASS accreditation logo. UK, Isle of Man and Channel Islands. <b>Must still be valid.</b>	
	Utility Bill (electricity, gas, water, telephone NOT a mobile phone contract bill). UK <b>(issued in last 3 months)</b> .			Irish Passport Card <b>(Must still be valid and cannot be used with an Irish passport)</b>	

**I confirm that the applicant has provided sufficient evidence/ explanation to prove ALL their name changes.** (Please check the box)

Evidence provided for all name changes:

---

**\*if sufficient documentary evidence has not been provided, a probing discussion must take place to explain and be noted**

**FOR COMPLETION BY THE ID VERIFIER:**

I confirm that I have seen the original identity documents as indicated above and photocopies are attached.

**Full Name:**

**Signed:**

**Dated:**

**Name of Parish (include town)/Religious Order or Organisation:**

---

<sup>2</sup> This relates to where the appointment decision is being made in the UK.

