



Identity checking form

Before we can process your DBS disclosure, DBS Apply must be satisfied about the validity of your identity by requesting that an 'ID Checker' verifies it, by completing this form.

The ID Checker will need to complete the 'ID Checkers Details' section below to certify that they are a true likeness of your original documents.

If you cannot arrange for your documents to be verified by an ID Checker included in the 'ID Checker' list below, you can contact us to discuss further options.

Please read and agree to the following statement by ticking the box:

I understand that my identity cannot be verified by a relative or partner, or myself

What You Need To Do Next:

1. Refer to the email we have sent to you confirming which documents we require to support your application.
2. Complete this form with your details. Please note that it is a criminal offence to impersonate another person, assist in an impersonation of another person, or attempt to do so. This may result in fines and/or imprisonment. If we suspect you are impersonating someone else, we will report the matter to the police.
3. Ask an "ID Checker" to complete the "ID Checker" part of this form. They will then need to include details of the original documents and ID they have seen.
4. Upload a scanned copy of this completed form using the link provided to you in the documents required email that we have sent you.

Your Details (Applicant)

Full name:

Address:

Postcode:

Date of birth (dd/mm/yy):

Email address:

Contact phone number:



Who qualifies as an “ID Checker”?

An ID Checker must be someone who:

- Has personally known you for at least 12 months
- Is not related to you by birth or marriage, or in a personal relationship with you (this includes partners, in-laws, and step-parents)
- Does not live at the same address as you

Instructions for the ID Checker verifying the documents

- Please complete the sections below with your personal details
- Verify the documents and note which two documents you have verified.
- Sign the below declaration

ID Checker Details (person verifying your documents)

First name(s):

Surname:

Home Address of the Responsible Person:

Postcode:

Date of birth:

Email address:

Contact phone number:

Group A document:

Group B document:

ID Checker declaration

Please sign to confirm that you have verified the relevant documentation and can certify that this is a true likeness of the originals. By signing this document, you agree to be contacted by DBS Apply to confirm the documents have been verified.

Print Name:

Signature: