

# United Kingdom – Criminal Search (DS Basic Disclosure)

Identity verification is a prerequisite for conducting a UK criminal search.

What do you need to do?

Please review the guidelines provided in “APPENDIX A: Basic Disclosure ID Checking Guidelines” and list below details of the identity documents you will provide.

## Proof of Identity

Document Type:						
Issue Date:				(dd/mm/yyyy)	Document Nbr/Ref:	
Expiry Date:				(dd/mm/yyyy)	Country of Issue:	

## Proof of Address

Document Type:	
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## Aliases

Are you known by any other aliases/nicknames? ☐ Yes ☐ No

If “Yes”, please provide aliases/nicknames below:

1.						
	Title (Mr/Ms..)	Forename	Middle Name	Surname	Suffix	
From:				To:		
	Day	Month	Year	Day	Month	Year
2.						
	Title (Mr/Ms..)	Forename	Middle Name	Surname	Suffix	
From:				To:		
	Day	Month	Year	Day	Month	Year
3.						
	Title (Mr/Ms..)	Forename	Middle Name	Surname	Suffix	
From:				To:		
	Day	Month	Year	Day	Month	Year
4.						
	Title (Mr/Ms..)	Forename	Middle Name	Surname	Suffix	
From:				To:		
	Day	Month	Year	Day	Month	Year
5.						
	Title (Mr/Ms..)	Forename	Middle Name	Surname	Suffix	
From:				To:		
	Day	Month	Year	Day	Month	Year

Return the completed form by either uploading onto the candidate portal, or emailing [SWIntl.AdditionalDocs@sterlingts.com](mailto:SWIntl.AdditionalDocs@sterlingts.com) these pages.

Please include copies of the original documents.

**Sterling reserves the right to request further proof of identification if necessary. Any personal financial information must be redacted before the document is sent to Sterling.**

## APPENDIX A Basic Disclosure ID Checking Guidelines

What documents are required alongside the application form?

One of the following documents showing proof of Id which includes the applicant's date of birth

- Passport (photo page only)
- Driving licence (full or provisional)
- Biometric Residence Permit
- EU national identity card
- Birth certificate
- Adoption certificate
- HM Forces ID card (UK only)
- Firearms Licence (UK)

One further document from the list below showing proof of current address

- Mortgage statement - Issued in the last 12 months
- Rental Agreement – Issued in the last 3 months
- Financial statement, e.g. pension or endowment - Issued in the last 12 months
- P45 or P60 statement (UK and Channel Islands)- Issued in the last 12 months
- Council Tax statement (UK and Channel Islands)- Issued in the last 12 months
- Bank or building society statement - Issued in the last 3 months
- Credit card statement - Issued in the last 3 months
- Utility bill - not mobile telephone bill - Issued in the last 3 months
- Benefit statement, e.g. Child Benefit, Pension - Issued in the last 3 months
- 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 and Channel Islands) - Issued in the last 3 months
- EEA National ID card - Must still be valid
- Letter from head teacher or college principal (for 16 to 19 year olds in full time education - only used in exceptional circumstances if other documents cannot be provided) - Must still be valid

## APPENDIX B List of EEA Countries

- |                  |           |                 |                  |
|------------------|-----------|-----------------|------------------|
| ○ Austria        | ○ France  | ○ Latvia        | ○ Portugal       |
| ○ Belgium        | ○ Finland | ○ Liechtenstein | ○ Romania        |
| ○ Bulgaria       | ○ Germany | ○ Lithuania     | ○ Slovakia       |
| ○ Croatia        | ○ Greece  | ○ Luxembourg    | ○ Slovenia       |
| ○ Cyprus         | ○ Hungary | ○ Malta         | ○ Spain          |
| ○ Czech Republic | ○ Iceland | ○ Netherlands   | ○ Sweden         |
| ○ Denmark        | ○ Ireland | ○ Norway        | ○ Switzerland    |
| ○ Estonia        | ○ Italy   | ○ Poland        | ○ United Kingdom |