

ID Verification Form – Guidance (1 of 2)

Guidance for the applicant:

Please read the following guidance carefully for the Disclosure and Barring Service (DBS) Three Route ID Checking process. This will assist you in completing this ID Verification Form accordingly.

You will need to download this ID Verification Form and take the form, together with the required documents, to a regulated professional to complete the ID verification process. The documents you will need to provide to the regulated professional depend on which Route you are able to proceed with.

YOU MAY BE CHARGED FOR HAVING YOUR IDENTITY CHECKED.

Check list

Failure to follow these instructions can result in delays to your application and possible additional costs.

- ☐ Download this ID verification form
- ☐ Complete sections 1 and 2
- ☐ Examine the Three Route ID Checking process (described below) and determine the appropriate route for your ID verification
- ☐ Identify an appropriate regulated person to verify your ID (described below)
- ☐ Contact this person to establish an appointment and understand if there will be a fee involved
- ☐ At the appointment, take this form, the required ORIGINAL documents, and, if applicable, payment for the any fees
- ☐ Once the regulated person has completed and signed their section of the form, before you leave the appointment make sure you have this form and your original ID documents
- ☐ Return it to Sterling using one of the methods identified below.

You may return it to Sterling by uploading this form into the platform, emailing, faxing, or sending via postal mail. Do not postal mail any original documents.

Email: addinfo@sterlingts.com

Fax: 0800 975 1499

Address: Sterling Talent Solutions, Criminal Disclosures, 8th Floor
Alexandra House, 1 Alexandra Road, Swansea, SA1 5ED

Sterling Talent Solutions reserves the right to request further proof of identification if necessary.

Guidance for the regulated person verifying the ID:

PLEASE ENSURE ALL DOCUMENTS PRODUCED CONFIRMING THE APPLICANT'S IDENTITY ARE ORIGINALS.

Check list

- ☐ Inspect the provided documents
- ☐ In section 3 mark the documents provided
- ☐ Complete section 4 if a passport or driving license has been provided
- ☐ Complete and sign section 5
- ☐ Return the documents

ID Verification Form – Guidance (2 of 2)

The DBS Three Route ID Checking process:

☐ **Route 1** For all applicants except non-EEA national applicants

You must be able to show the following:

- 1 document from Group 1, and;
- 1 further document from either Group 1, 2a or 2b.

The combination of documents presented must confirm your name, address and date of birth. If you cannot do this with two documents, a third document can be selected.

☐ **Route 1a** For non-EEA national applicants

You must be able to show the following:

- 1 document from Group 1a, and;
- 1 further document from either Group 1, Group 2a or 2b.

The combination of documents presented must confirm your name, address and date of birth. If you cannot do this with two documents, a third document can be selected.

☐ **Route 2** For all applicants except non-EEA national applicants

If you do not have any of the documents in Group 1, you must show:

- 1 document from Group 2a, and;
- 2 further documents from either Group 2a or 2b.

The combination of documents presented must confirm your name, address and date of birth.

Regulated Persons:

The following persons are accepted as suitable for confirming identity, however they must not be related to you:

- | | |
|--|---|
| ▪ Accountant | ▪ Manager/personnel officer of a limited company |
| ▪ Airline pilot | ▪ Member, associate or fellow of a professional body |
| ▪ Articled clerk of a limited company | ▪ Member of Parliament |
| ▪ Assurance agent of recognised company | ▪ Merchant Navy officer |
| ▪ Bank/building society official | ▪ Minister of a recognised religion - including Christian Science |
| ▪ Barrister | ▪ Nurse - RGN or RMN |
| ▪ Chairman/director of limited company | ▪ Officer of the armed services |
| ▪ Chiropodist | ▪ Optician |
| ▪ Commissioner of oaths | ▪ Paralegal - certified paralegal, qualified paralegal or associate member of the Institute of Paralegals |
| ▪ Councilor - e.g. local or county | ▪ Person with honours - e.g. an OBE or MBE |
| ▪ Civil servant (permanent) | ▪ Pharmacist |
| ▪ Dentist | ▪ Photographer - professional |
| ▪ Director/manager/personnel officer of a VAT-registered company | ▪ Police officer |
| ▪ Engineer - with professional qualifications | ▪ Post Office official |
| ▪ Financial services intermediary - e.g. a stockbroker or insurance broker | ▪ President/secretary of a recognised organisation |
| ▪ Fire service official | ▪ Salvation Army officer |
| ▪ Funeral director | ▪ Social worker |
| ▪ Insurance agent (full time) of a recognised company | ▪ Solicitor |
| ▪ Journalist | ▪ Surveyor |
| ▪ Justice of the Peace | ▪ Teacher, lecturer |
| ▪ Legal secretary - fellow or associate member of the Institute of Legal Secretaries and PAs | ▪ Trade union officer |
| ▪ Licensee of public house | ▪ Travel agent - qualified |
| ▪ Local government officer | ▪ Valuer or auctioneer - fellows and associate members of the incorporated society |
| | ▪ Warrant Officers and Chief Petty Officers |

ID Verification Form

| 1. Personal Details | | | |
|--|-------------------|------------------------------|-----------------------------------|
| Title: <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Mr <input type="checkbox"/> Other (please specify): _____ | | | Date of Birth (dd/mm/yyyy): _____ |
| Given Name(s) | | | |
| Middle Name(s): | | | |
| Surname | | | |
| 2. Current Address | | | |
| Street Name & Number / House Name / Door & Flat Number: | | | |
| City: | Province / State: | Country: | Postal / Zip Code: |
| 3. Valid and original Forms of Identification - List of valid identity documents. Please <input checked="" type="checkbox"/> all documents witnessed. | | | |
| Group 1: Primary identity documents | | | |
| <input type="checkbox"/> Passport (Any current and valid passport) <input type="checkbox"/> Current biometric residence permit (UK) <input type="checkbox"/> Current driving licence photocard – full or provisional (UK, Isle of Man, Channel Islands and EEA) <input type="checkbox"/> Birth certificate, issued within 12 months of birth (UK, Isle of Man and Channel Islands – including those issued by UK authorities overseas, e.g. embassies, High Commissions and HM Forces) <input type="checkbox"/> Adoption certificate (UK and Channel Islands) | | | |
| Group 1a: Primary identity documents for Non-EEA National Workers | | | |
| <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 (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 endorsed 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 (Any current and valid passport) <input type="checkbox"/> A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question (Any current and valid passport) <input type="checkbox"/> A Certificate of Application 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 which is less than 6 months old 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) | | | |
| Applicants providing one of the following documents must also provide a current valid Passport | | | |
| <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 Switzerland or who has a derivative right of residence (UK) <input type="checkbox"/> A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid 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 official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer (UK) <input type="checkbox"/> 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) | | | |
| Group 2a: Trusted government documents | | | |
| <input type="checkbox"/> Current valid driving licence photo-card - full or provisional (All countries outside the EEA, excluding Isle of Man and Channel Islands). <input type="checkbox"/> Current valid driving licence (paper version, if issued before 1998) - full or provisional (UK, Isle of Man, Channel Islands and EEA) <input type="checkbox"/> Birth certificate, issued after time of birth (UK, Isle of Man and Channel Islands) <input type="checkbox"/> Marriage/civil partnership certificate (UK and Channel Island) <input type="checkbox"/> HM Forces ID card (UK) <input type="checkbox"/> Firearms licence (UK, Channel Islands and Isle of Man) <input type="checkbox"/> Non-EEA Immigration Document/Visa/Work permit (Valid only for roles whereby the applicant is living and working outside of the UK. Visa/permit must relate to the non-EEA country in which the role is based) | | | |
| Group 2b: Financial and social history documents | | | |
| <input type="checkbox"/> Mortgage statement (UK or EEA) | | Issued in the last 12 months | |
| <input type="checkbox"/> Financial statement, eg pension or endowment (UK) | | Issued in the last 12 months | |
| <input type="checkbox"/> P45 or P60 statement (UK and Channel Islands) | | Issued in the last 12 months | |
| <input type="checkbox"/> Council Tax statement (UK and Channel Islands) | | Issued in the last 12 months | |
| <input type="checkbox"/> Bank or building society statement (UK and Channel Islands or EEA) | | Issued in the last 3 months | |
| <input type="checkbox"/> Bank or building society account opening confirmation letter (UK) | | Issued in the last 3 months | |
| <input type="checkbox"/> Credit card statement (UK or EEA) | | Issued in the last 3 months | |
| <input type="checkbox"/> Utility bill - not mobile telephone bill (UK) | | Issued in the last 3 months | |
| <input type="checkbox"/> Benefit statement, eg Child Benefit, Pension – UK | | Issued in the last 3 months | |
| <input type="checkbox"/> Central or local government, government agency, or local council document giving entitlement, eg from the Department for Work and Pensions, the Employment Service, HMRC (UK and Channel Islands) | | Issued in the last 3 months | |
| <input type="checkbox"/> 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) | | Must still be valid | |
| <input type="checkbox"/> EEA National ID card | | Must still be valid | |
| <input type="checkbox"/> Cards carrying the PASS accreditation logo (UK, Isle of Man and Channel Islands) | | Must still be valid | |
| <input type="checkbox"/> Letter from head teacher or college principal (UK – 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 | |
| <input type="checkbox"/> Non-EEA Bank or building society statement (Valid only for roles whereby the applicant is living and working outside of the UK. Statement must relate to a bank or building society from the non EEA country in which the role is based) | | | |

ID Verification Form

| 4. Document Details – If a Passport or Driving Licence has been witnessed, please provide additional details: | |
|---|-------------------------|
| Passport | Driving Licence |
| Passport Number: | Driving Licence Number: |
| Country of issue: | Country of issue: |

| 5. To be completed by person confirming the applicant's identity | |
|---|--------------------------------|
| I confirm that a person stating to be the person in Section 1 appeared before me and produced valid and original forms of identification, detailed in Part 3. I confirm that I am not a relative of the applicant. | |
| Name: | |
| Signed: | |
| Date: | Official Stamp (if available): |
| Qualification: | |
| Address: | |
| Telephone: | |