



Identity checking form

Managers are required to complete section A for **ALL** applicants and section B for applicants requiring a DBS disclosure check.

Applicant details

Full name of applicant

Post applied for

Position no.

Date of interview

Section A – Right to work in the United Kingdom

All documents submitted by the applicant to demonstrate their eligibility to work in the United Kingdom must be photocopied, signed and dated by the recruiting manager. All documents to be forwarded to the HR&OD Recruitment team for retention on personal files.

Passport details

Passport no.

Issue date

Nationality

Date of birth

If the applicant cannot or does not produce a valid passport, please request identification from list A or B (see <https://sharepoint.dorsetcc.gov.uk/howwework/corporate-information/Pages/Right-to-work-in-the-UK.aspx>). Attach signed and dated photocopies to this form and record the documents produced below:

Document seen (1)

Document seen (2)

Section B – DBS disclosure check

Please only complete this section if the post the applicant has applied for requires a DBS disclosure check. Please note that if you have already completed passport details, this will also be used to verify checks for DBS disclosure applications. To apply for a criminal records check evidence of identity to meet either route 1 or 2 is required.

Route 1 - One document from group 1, plus two documents from either group 1, 2a or 2b one of which must verify current address. **Route 2** - If the applicant cannot produce any document from group 1, check one document from group 2a, two further documents from group 2a or 2b one of which must verify their current address. Identity checks via route 2 will require external identity validation. In all cases please record the information directly from the original document. Please note that if the person's identity documents are not in the applicant's current name, official evidence of the name change (marriage certificate or deed poll evidence, etc.) should be seen and recorded. If using route 2 please attach copies of all documents seen.

Driving licence details

Driving licence no.

Valid from

Country of issue

Date of birth

Is it a photographic driving licence?

Yes

No

Address on the driving licence:

Other comments

One proof of address

e.g. recent utility bill (UK), credit card statement (UK or EEA only), bank or mortgage statement (UK or EEA only)

Note mobile telephone bills or documents printed from the internet are not acceptable

Type of document seen

Document date

Recorded address:

(including postcode)

Birth/adoption certificate details

Place of birth

Date of birth

Country of issue

Date of issue

Email address for DBS communication:.....


Evidence of name change (If identity documents are not in the applicant's current name)

 Marriage certificate Deed Poll Other

If other, please specify: _____

Previous full name _____

New full name _____

Date of name change _____

Please place a tick against all original documents seen and checked
Group 1 – Primary trusted identity credentials

- | | |
|---|--|
| <input type="checkbox"/> Current valid passport | <input type="checkbox"/> Biometric residence permit (UK) |
| <input type="checkbox"/> Current photocard driving licence - (UK/Isle of Man/Channel Islands and EU (full or provisional) | <input type="checkbox"/> Birth certificate (UK and Channel Islands) – issued within 12 months of date of birth; full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces |
| <input type="checkbox"/> Adoption certificate (UK and Channel Islands) | |

Group 2a – Trusted government/state issued documents

- | | |
|--|--|
| <input type="checkbox"/> Birth certificate (UK and Channel Islands) – issued after 12 months of date of birth | <input type="checkbox"/> Marriage/civil partnership certificate (UK/Channel Islands) |
| <input type="checkbox"/> Current photocard driving licence - UK/Isle of Man/Channel Islands and EU (full or provisional) | <input type="checkbox"/> Current photocard driving licence – non-UK & non-EEA |
| <input type="checkbox"/> Firearms Licence (UK and Channel Islands) | <input type="checkbox"/> HM Forces ID card (UK) |

Group 2b – Financial/social history documents

- | | |
|--|---|
| <input type="checkbox"/> Mortgage statement (UK or EEA) ** | <input type="checkbox"/> Bank/building society statement (UK or EEA) * |
| <input type="checkbox"/> Credit card statement (UK or EEA) * | <input type="checkbox"/> Financial statement **-e.g. pension endowment (UK) |
| <input type="checkbox"/> P45/P60 statement ** (UK and Channel Islands) | <input type="checkbox"/> Council tax statement ** (UK and Channel Islands) |
| <input type="checkbox"/> Work permit/visa (UK) ** (UK residence permit) valid up to expiry date | <input type="checkbox"/> Utility bill (UK) * - not mobile telephone |
| <input type="checkbox"/> Benefit statement * - e.g. child allowance, pension | <input type="checkbox"/> EU national ID card |
| <input type="checkbox"/> Bank/building society account opening confirmation letter (UK) | <input type="checkbox"/> Cards carrying the PASS accreditation logo (UK and Channel Islands) |
| <input type="checkbox"/> Letter from headteacher or college principal (UK 16 to 19 year olds in full time education) (only in exceptional circumstances when no other documents can be used) | <input type="checkbox"/> Letter of sponsorship from future employment provider (non UK) Non EEA only – if residing outside of the UK at time of application |
| <input type="checkbox"/> A document from central/local government/government agency/local authority giving entitlement (UK and Channel Islands)*- e.g. from the Department for Work and Pensions, the Employment Service, Customs & Revenue, Job Centre , Job Centre Plus, Social Security | |

Please note - If a document in the list of valid identity documents is denoted with;

 * - it should be less than three months old ** - it should be issued within the past 12 months
 not denoted – it can be more than 12 months old

Endorsement by ID verifier

I certify that I have personally seen the originals of the documents detailed above, and that I am satisfied of their authenticity. I understand where section B is completed that this form will be used as evidence of identity for criminal records checking purposes.

Name (in BLOCK CAPITALS) _____

Signature _____

Date _____

 Please tick here if copy documents are attached
Note: No written offer of employment will be made unless this form is fully and accurately completed. Inadequately completed forms will be referred back to the panel chairperson, which may cause delays in the appointment process.

External Identity Validation Check - Applicant Consent

I consent to Dorset County Council undertaking a search with Experian for the purposes of verifying my identity. To do so Experian may check the details I supply against my particulars on any database (public or otherwise) to which they have access. Experian may also use my details in the future to assist other companies for verification purposes. I understand that a record of the search will be retained.

Signed _____

Name (please print) _____

Date _____