

## DBS Online - ID checking form

GBG | OnlineDisclosures



As part of the online DBS process all applicants ID must still be witnessed. The DBS give full guidance on valid identity documents and the process you should follow when checking applicants ID. Please see reverse.

As Membership Secretary (verifier) you will need to witness the identity documents each member has specified they would provide in their online application form and input those details onto the online system found at [www.gbg.onlinedisclosures.co.uk](http://www.gbg.onlinedisclosures.co.uk).

Please use this form to record the details of an applicant's ID to input on to the online system at a later date.

### Passport – *Please witness the physical ID (photocopies/scans/photographs should not be accepted)*

<b>Date of issue</b>	
<b>Passport number</b>	
<b>Country of issue</b>	

### Driving Licence

<b>Date of issue</b>	
<b>Driving Licence Number</b> <i>(begins with first 5 letters of their surname)</i>	

### National Insurance

<b>NI number</b> <i>(10 characters long begins with two letters, followed by numbers and a letter)</i>	
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### Marriage Certificates/ Birth Certificate/Bank Statements and Letters

<b>Date of issue</b>	
<b>Other information</b>	

## ID Checking Guidance

- The range of ID documents that you can use to verify a members identity.
- The process of checking a member's identity.
- What to do if a member does not have the required ID as set out by the DBS.

### List of valid identity documents:

Group 1 – Primary Trusted ID	Group 2a – Government/State Issued documents	Group 2b – Financial /Social history documents
<ul style="list-style-type: none"> <li>• Current valid Passport.</li> <li>• Current Driving Licence (UK) <i>(Full or provisional) Isle of Man /Channel Islands; Photo card only (a photo card is only valid if the individual presents it with the associated counterpart licence; except Jersey).</i></li> <li>• Birth Certificate issued at the time of birth</li> </ul>	<ul style="list-style-type: none"> <li>• Current UK Driving licence <i>(old style paper version).</i></li> <li>• Current Non-UK Photo Driving licence</li> <li>• Birth Certificate (UK) issued after the time of birth</li> <li>• Marriage/Civil Partnership Certificate</li> <li>• Adoption Certificate</li> <li>• HM Forces ID Card</li> <li>• Fire Arms Licence <i>(UK and Channel Islands).</i></li> </ul>	<ul style="list-style-type: none"> <li>• Mortgage Statement (UK or EEA)</li> <li>• Bank/Building Society Statement /Opening Confirmation Letter</li> <li>• Credit Card Statement</li> <li>• Financial Statement</li> <li>• P45/P60 Statement</li> <li>• Council Tax Statement</li> <li>• Work Permit/Visa (UK)</li> <li>• Letter of Sponsorship from future employment provider <i>(Non-UK/Non-EEA only)</i></li> <li>• Utility Bill <i>Not Mobile Telephone</i></li> <li>• Benefit Statement</li> <li>• A document from Central/ Local Gov/ Government Agency/ Local Authority</li> <li>• EU National ID card</li> <li>• Letter from Head teacher <i>(16/17yrs only)</i></li> </ul>

### The process you should follow when checking a members ID:

Route 1: Applicants must initially be considered for Route One.	Route 2: Please go to route 3 if you are unable to use route 2	Route 3
<p>Can the applicant produce a <b>Group 1</b> document? <b>If yes, then the applicant must produce 3 documents:</b></p> <ul style="list-style-type: none"> <li>• 1 document from Group 1 (refer to list of Valid Identity Documents); and</li> <li>• 2 further documents from Group 1, 2a or 2b; one of which must verify their current address.</li> </ul> <p>If the applicant has satisfied this route, then the document check is complete.</p> <p><b>If the applicant cannot produce a Group 1 document then go to Route Two.</b></p>	<p>The applicant must produce: 3 documents from Group 2 comprising of;</p> <ul style="list-style-type: none"> <li>• 1 document from Group 2a; and</li> <li>• 2 further documents from Group 2a or 2b; one of which must verify their current address.</li> </ul>	<p>The applicant must produce:</p> <ul style="list-style-type: none"> <li>• Birth certificate (UK and Channel Islands) – (issued after the time of birth – Photocopies are not acceptable) and</li> <li>• 4 further documents from Group 2 comprising of: <ul style="list-style-type: none"> <li>- 1 document from Group 2a; and</li> <li>- 3 further documents from Group 2a or 2b; one of which must verify their current address.</li> </ul> </li> </ul>