

Safeguarding in the Church in Wales

Verifier Guidance

Please find below guidance for checking documents as part of the MyChurchPeople DBS checking system.

If you require more detailed guidance, this can be found at [ID checking guidelines for standard/enhanced DBS check applications from 1 July 2021 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/id-checking-guidelines-for-standard/enhanced-dbs-check-applications-from-1-july-2021)

The ID verification is an important step in the process of Safeguarding those who work in, volunteer for, and attend our church activities. Please take care when carrying out this work and if you are at all in doubt about someone's identity, then please contact Pam Vernon at the Diocesan Office on 01745 532581 or pamelavernon@cinw.org.uk

What you must do as part of the ID checking process

- You must only accept valid, current, and original documentation
- You must not accept photocopies
- You must not accept documentation printed from the internet e.g. internet bank statements
- Identity information for the applicant's name, date of birth, and address recorded in section A and section B on the DBS application form must be validated
- You should, in the first instance, seek documents with photographic identity (e.g. passport, new style driving licence, etc.) and for this to be compared against the applicant's likeness
- All documents must be in the applicant's current name as recorded in section A on the DBS application form
- One document must confirm the applicant's date of birth as recorded in section A on the DBS application form
- You must ensure that the applicant declares all previous name changes, and provides documentary proof to support the change of name; if the applicant is unable to provide proof to support the change of name, you should hold a probing discussion with the applicant about the reasons why, before considering to validate their identity
- You must see at least one document to confirm the applicant's current address as recorded in section B on the DBS applications form, in accordance with the guidance
- You must provide a full and continuous address history covering the last five years - where possible you should seek documentation to confirm this address history
- You should cross-match the applicant's address history with any other information you have been provided with as part of the recruitment, such as their CV; this can highlight if an address has not been given e.g. if the applicant's CV shows that they have worked in Liverpool in the last five years, but the application form only shows London addresses, you may wish to question the applicant further about this
- A document from each of the groups should be included only once in the document count, for example, don't accept two bank statements as two of the required documents, if they are from the same bank
- You should not accept the foreign equivalent of an identity document if that document is listed as '(UK)' on the list of valid identity documents

The documents needed will depend on the route the application takes. The applicant must try to provide documents from Route 1 first.

Route 1

The applicant must be able to show:

- one document from Group 1, below
- two further documents from either Group 1, or Group 2a, or 2b, below

At least one of the documents must show the applicant's current address.

If the applicant isn't a national of the UK and is applying for voluntary work, they may need to be fingerprinted if they can't show these documents.

Routes 2 and 3 can only be used if it's impossible to process the application through Route 1. Use the link at the top of this document for guidance on Routes 2 and 3.

Which documents can be used to prove identity

Group 1: Primary identity documents

Document	Notes
Passport	Any current and valid passport
Biometric residence permit	UK
Current driving licence photocard - (full or provisional)	UK, Isle of Man, and Channel Islands. From 8 June 2015, the paper counterpart to the photocard driving licence will not be valid and will no longer be issued by DVLA
Birth certificate - issued within 12 months of birth	UK, Isle of Man, and Channel Islands - including those issued by UK authorities overseas, for example embassies, High Commissions and HM Forces
Adoption certificate	UK and Channel Islands

Group 2a: Trusted government documents

Document	Notes
Current driving licence photocard - (full or provisional)	All countries outside the UK (excluding Isle of Man and Channel Islands)
Current driving licence (full or provisional) - paper version (if issued before 1998)	UK, Isle of Man, and Channel Islands
Birth certificate - issued after time of birth	UK, Isle of Man, and Channel Islands

Marriage/civil partnership certificate	UK and Channel Islands
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Immigration document, visa, or work permit	Issued by a country outside the UK. Valid only for roles whereby the applicant is living and working outside of the UK. Visa/permit must relate to the non-UK country in which the role is based
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HM Forces ID card	UK
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Firearms licence	UK, Isle of Man, and Channel Islands
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All driving licences must be [valid](#).

Group 2b: Financial and social history documents

Documents	Notes	Issue date and validity
Mortgage statement	UK	Issued in last 12 months
Bank or building society statement	UK and Channel Islands	Issued in last 3 months
Bank or building society statement	Countries outside the UK	Issued in last 3 months - branch must be in the country where the applicant lives and works
Bank or building society account opening confirmation letter	UK	Issued in last 3 months
Credit card statement	UK	Issued in last 3 months
Financial statement, for example pension or endowment	UK	Issued in last 12 months
P45 or P60 statement	UK and Channel Islands	Issued in last 12 months
Council Tax statement	UK and Channel Islands	Issued in last 12 months
Letter of sponsorship from future employment provider	Non-UK only - valid only for applicants residing outside of the UK at time of application	Must still be valid
Utility bill	UK - not mobile telephone bill	Issued in last 3 months

Benefit statement, for example Child Benefit, pension	UK	Issued in last 3 months
Central or local government, government agency, or local council document giving entitlement, for example from the Department for Work and Pensions, the Employment Service, HMRC	UK and Channel Islands	Issued in last 3 months
EEA National ID card		Must still be valid
Irish Passport Card	Cannot be used with an Irish passport	Must still be valid
Cards carrying the PASS accreditation logo	UK, Isle of Man, and Channel Islands	Must still be valid
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

What should you be looking for when checking documents

- is the document damaged or could it have been tampered with?
- are any expected watermarks on the paper and is the paper of the quality expected?
- Is the document within the time limit/still valid?
- Does the document look like it has been printed from the internet?

What to do if you suspect a document is a fake

Do not proceed with the application. Contact the diocesan office on 01745 532581 and ask for Pamela Vernon or email pamelavernon@cinw.org.uk