

DBS SUPPORT

Identity Checking form

Before we can process your DBS disclosure, DBS Support Ltd must be satisfied about the validity of your identity by requesting that a 'Responsible Person' verifies it, by completing this form.

The responsible person will need to sign photocopies of your valid identity documents to certify that they are a true likeness of your original documents.

If you cannot arrange for your documents to be verified by a responsible person included in the 'responsible person' list below, you may alternatively use the Post Office Identity Document Checking services, which are available at a cost at many Post Office branches.

What You Need To Do Next:

1. Refer to the email we have sent to you confirming which documents we require to support your application.
2. Complete this form with your details. Please note that it is a criminal offence to impersonate another person, assist in an impersonation of another person, or attempt to do so. This may result in fines and/or imprisonment. If we suspect you are impersonating someone else, we will report the matter to the police.
3. Ask a "responsible person" to complete the "responsible person details" part of this form. They will then need to include details of the original documents and ID they have seen as well as signing a photocopy of each original document.
4. Upload a scanned copy of this completed form AND a scanned copy of the signed and verified photocopy of your documents using the link provided to you in the document request email that we have sent you.

Your Details (Applicant)

Full name:

Address:

Postcode:

Date of birth (dd/mm/yy):

Email address:

Contact phone number:

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Responsible Person Details (person verifying your documents)

First name(s):

Surname:

Home Address of the Responsible Person:

Postcode:

Date of birth:

Email address:

Contact phone number:

Position and job title (from the list on the last page):

Company Name (if applicable):

****We may contact the Responsible Person to confirm that the documents provided have been verified****

Instructions for the Responsible Person verifying the documents

- Make the following declaration on each photocopy of the original documents that you have seen: **"I certify that this is a true likeness of the original"**
- Sign and date each photocopy of the original documents you have seen
- Sign the below declaration

Responsible Person declaration

Please sign to confirm that you have verified the relevant documentation. By signing this document, you agree to be contacted by DBS Support Ltd to confirm the documents have been verified.

Print name:

Signature:

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Who qualifies as a “responsible person”?

A Responsible Person must be someone who:

- is professionally qualified. For a full list of acceptable professions please see the table below
- has credentials that can be checked
- has personally known you for at least 12 months
- is not related to you by birth or marriage, or in a personal relationship with you (this includes partners, in-laws, and step-parents)
- does not live at the same address as you
- is a permanent resident of the UK

NOTE: A retired or unemployed person who has appropriate credentials may still be a Responsible Person, they must state what profession from the list below they are retired from.

Acceptable professions for Responsible Persons:

- | | |
|--|---|
| 1. Accountant | 28. Merchant Navy officer |
| 2. Airline pilot | 29. Minister of a recognised religion (including Christian Science) |
| 3. Articled clerk of a limited company | 30. Nominated Person/Responsible Individual for an Ofsted registered setting (currently registered) |
| 4. Assurance agent of recognised company | 31. Nurse (RGN and RMN) |
| 5. Bank/Building society official | 32. Officer of the armed services |
| 6. Barrister | 33. Optician |
| 7. Chairman/Director of limited company | 34. Owner of a VAT registered business |
| 8. Chiropodist | 35. Paralegal (certified paralegal, qualified paralegal or associate member of the Institute of Paralegals) |
| 9. Commissioner of oaths | 36. Person with honours (an OBE or MBE, for example) |
| 10. Councillor (local or county) | 37. Pharmacist |
| 11. Civil servant (permanent) | 38. Photographer (professional) |
| 12. Doctor or dentist | 39. Police officer |
| 13. Director/Manager of a VAT-registered charity | 40. President/secretary of a recognised organisation |
| 14. Director/Manager/Personnel officer of a VAT-registered company | 41. Salvation Army officer |
| 15. Engineer (with professional qualifications) | 42. Social worker |
| 16. Financial services intermediary (eg a Stockbroker or Insurance broker) | 43. Solicitor |
| 17. Fire service official | 44. Surveyor |
| 18. Funeral director | 45. Teacher, Lecturer |
| 19. Insurance agent (full time) of a recognised company | 46. Trade union officer |
| 20. Journalist | 47. Travel agent (qualified) |
| 21. Justice of the Peace | 48. Valuer or Auctioneer (fellows and associate members of the incorporated society) |
| 22. Legal secretary (fellow or associate member of the Institute of Legal Secretaries and PAs) | 49. Warrant Officers and Chief Petty Officers |
| 23. Licensee of public house | |
| 24. Local government officer | |
| 25. Manager/Personnel officer (of a limited company) | |
| 26. Member, Associate or fellow of a professional body | |
| 27. Member of Parliament | |