

## Information Sheet

### Identity (ID) Verification

The DBS Code of Practice <https://www.gov.uk/government/publications/dbs-code-of-practice> requires that CSAS as a Registered Body of the DBS (*\*which extends to its authorised countersignatories located in safeguarding offices and all those approved and appointed as Parish Representatives/Identity Verifiers*) must:

- Verify the identity of the applicant prior to the submission of an application for a DBS check by following the current guidelines issued by the DBS <https://www.gov.uk/government/publications/dbs-identity-checking-guidelines>
- Ensure that any person undertaking identity verification checks on their behalf follows the current guidelines issued by the DBS;
- Make sure that lead or countersignatories do not validate their own applications for any DBS procedures.

#### **Obligations placed on Registered Bodies, their countersignatories and authorised, trained and appointed ID verifiers are provided below:**

Registered Bodies must:

- Follow the three route ID checking process as outlined in the DBS guidance <https://www.gov.uk/government/publications/dbs-identity-checking-guidelines/id-checking-guidelines-for-dbs-check-applications> using the list of Groups 1; 2a and 2b documents <https://www.gov.uk/disclosure-barring-service-check/documents-the-applicant-must-provide->
- Check and validate the information provided by the applicant on the application form / continuation sheet;
- Establish the true identity of the applicant through the examination of a range of documents as set out in the DBS guidance;
- Ensure that the applicant provides details of all names by which they have been known;
- Ensure that the applicant provides details of all addresses where they have lived in the last five years;
- Ensure that the application form is fully completed and the information it contains is accurate.

If there are any discrepancies in the information provided by the applicant and/or the identity documents supplied, and fraud is not suspected, please seek clarification from the applicant. Failure to do this may compromise the integrity of the DBS service and introduce risk into the recruitment process.

Registered Bodies must not attempt to amend the application form without the applicant's knowledge and agreement, as it will invalidate the declaration by the applicant and may breach data protection legislation.

As part of the identity verification 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, photo-card 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;
- One document must confirm the applicant's date of birth as recorded in Section A;
- You must ensure that the applicant declares all previous change of name, 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 validating their identity;**
- You must see at least one document to confirm the applicant's current address as recorded in Section B.
- 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 e.g. do not 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 ID Verification Form must be completed at the same time as the ID verification is undertaken and signed off (once the documents have been checked for signs of tampering, fraud and to ensure they are in date) by the ID Verifier to confirm the documents produced are acceptable and valid.

**See DBS forms 3a, 3b and 13.**

For paper applications, the original documents should be photocopied and attached to the ID Verification Form which is passed to the relevant countersignatory to progress with the DBS application process.

For online applications via Ebulk, the completed ID Verification Form must be sent to the safeguarding office and paper copies of the applicant's identity documents are also to be forwarded so that the counter-signatory can be satisfied that identification has been correctly verified before they countersign the application.

The photocopying requirement ensures that the individual does not have to present documents on more than 1 occasion, protects the countersignatory in those circumstances where the countersignatory has not seen the original documents themselves but via a local ID verifier, and also

ensures that any queries received from the DBS on documentation reference numbers for example can be quickly and easily resolved.