



## DIOCESE OF LEEDS

### CONFIRMATION OF IDENTITY

(To be completed by the Applicant in BLOCK CAPITALS using black ink)

If you have a disability that may make the completion of this form difficult the form can be completed by someone on your behalf however we will still require your signature.

In order to confirm identity you need to present original identity documents. **Acceptable forms of documentation are listed overleaf and please check the number of documents you need to provide.**

Can you produce a document from Group 1?

YES

NO

You need 3 documents

1 document from Group 1 and 2 further documents  
from either Group 1 or 2

You need 5 documents

From Group 2

**Current Full Name:** (please include all forenames in addition to your surname)

**Any Previous Names:** (if applicable)

**Full Address:**

**Postcode:**

**How Long Have You Lived at Your Current Address?** [ ] **Years** [ ] **Months**

(Please give details of previous addresses if you have lived at your current address less than 5 years)

**Full Address:**

**Full Address:**

**Date of Birth:**

**National Insurance /  
Identity Card Number:**

**Declaration (please read, sign & date)**

- In the spirit of the Church's commitment to protect and safeguard the vulnerable in our communities, I understand that to knowingly provide inaccurate information or omit information will be considered a breach of trust and may result in me being asked to step down from post.
- I supply sufficient documents to confirm my identity for CRB application and safe recruitment practice. I agree to these documents being photocopied for CRB verification purposes and understand that they will be securely disposed of within 6 months\* of the date of Disclosure. (\* Excepting Regulated Care Homes per CQC requirements).
- I understand (in accordance with the Data Protection Act 1998) that this Form will be held securely for 75 years.
- I declare that the information I have given on this form is correct.

**Signed:**

**Dated:**

## DOCUMENTS TO CONFIRM IDENTITY

(To be completed by the ID Verifier in BLOCK CAPITALS using black ink. Please tick to indicate the original documents seen.)

<b>Full Name:</b>			
<b>Date of Birth:</b>		<b>CRB Form Ref:</b>	
<input checked="" type="checkbox"/>	<b>DOCUMENT TYPE</b>	<input checked="" type="checkbox"/>	<b>DOCUMENT TYPE</b>
<b>GROUP 1 DOCUMENTS</b>			
	<b>Passport</b>		<b>EU National Identity Card</b>
	<b>UK issued Driving Licence (Full/Provisional)</b> (England/Wales/Scotland/Northern Ireland/Isle of Man: either photocard or paper. A photocard is only valid if presented with the counterpart licence).		<b>UK Birth Certificate</b> (issued within 12 months of date of birth) (full or short form acceptable)
	<b>HM Forces ID Card (UK)</b>		<b>UK Firearms Licence (UK)</b>
	<b>Adoption Certificate (UK)</b>		
<b>GROUP 2 DOCUMENTS</b> (This is not an exhaustive list but reflects the most frequently relevant)			
	<b>Marriage Certificate/Civil Partnership Certificate</b>		<b>Financial Statement ††</b> (e.g. pension, endowment, ISA)
	<b>Birth Certificate</b> (issued more than 12 months after date of birth)		<b>Vehicle Registration Document</b> (Document V5 old style and V5C new style only)
	<b>P45/P60 Statement (UK) ††</b>		<b>Bank/Building Society Statement †</b>
	<b>UK Court Claim Form ††</b> (documentation issued by Court Services)		<b>Utility Bill †</b> (electricity, gas, water, telephone inc. mobile phone contract/bill)
	<b>Exam Certificate</b> (e.g. GCSE, NVQ, O'Level, Degree)		<b>TV Licence ††</b>
	<b>Addressed Payslip †</b>		<b>Credit Card Statement †</b>
	<b>UK National Insurance Card (UK)</b>		<b>Store Card Statement †</b>
	<b>NHS Card (UK)</b>		<b>Mortgage Statement ††</b>
	<b>Benefit Statement</b> (e.g. Child Allowance/Pension)		<b>Insurance Certificate ††</b>
	<b>Certificate of British Nationality † (UK)</b>		<b>Council Tax Statement (UK) ††</b>
	<b>UK Work Permit/Visa (UK) ††</b>		<b>A document from a UK Central/Local Government/Government Agency/Local Authority giving entitlement, benefits or services †</b> (e.g. Job Seekers / Disability Living Allowance)
	<b>One of the following documents from the Borders &amp; Immigration Agency (BIA) formerly the Immigration &amp; Nationality Directorate (IND) UK</b> Do not use more than 1 of the following: Convention Travel Document; Stateless Person's Document; Certificate of Identity; Asylum Registration Card		<b>CRB Disclosure ††</b>
	<b>Other</b> (state valid CRB acceptable document – refer to Safeguarding office)		

**Key: † must have been issued within past 3 months †† must have been issued within past 12 months**

Documents printed from the internet are NOT acceptable. At least 1 document must evidence the Date of Birth and 1 document evidence the current address.

### FOR COMPLETION BY THE ID VERIFIER:

I confirm that I have seen the original identity documents as indicated above and photocopies are attached.

**Full Name:**

**Signed:**

**Dated:**

**Please state name of Parish (include town)/Religious Order or Organisation:**