



Queen's Crescent Community Association
Registered Charity No: 1096655

DBS Application ID Verification Sheet

Applicant Name		Applicant date of Birth	
Form Reference Number		Applicant Telephone Number	

- 1 document from Group 1; and
- 2 further documents from group 2a or 2b; one of which must verify their current address.

GROUP 1 – Primary Trusted Identity Credentials

Passport (Any current and valid passport)	<input type="checkbox"/>
Biometric residence permit (UK)	<input type="checkbox"/>
Current driving licence photocard (full or provisional) (UK, Isle of Man, Channel Islands and EU)	<input type="checkbox"/>
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)	<input type="checkbox"/>
Adoption certificate (UK and Channel Islands)	<input type="checkbox"/>

Group 2a – Trusted Government/State Issued Documents

Current driving licence photocard - (full or provisional) (All countries outside the EU) (excluding Isle of Man and Channel Islands)	<input type="checkbox"/>
Current driving licence (full or provisional) - paper version (if issued before 1998) (UK, Isle of Man, Channel Islands and EU)	<input type="checkbox"/>
Birth certificate - issued after time of birth (UK, Isle of Man and Channel Islands)	<input type="checkbox"/>
Marriage/civil partnership certificate (UK and Channel Islands)	<input type="checkbox"/>
HM Forces ID card (UK)	<input type="checkbox"/>
Firearms licence (UK, Channel Islands and Isle of Man)	<input type="checkbox"/>

Group 2b – Financial/Social History Documents

Mortgage statement	UK or EEA Issued in last 12 months	<input type="checkbox"/>
Bank or building society statement	UK and Channel Islands or EEA Issued in last 3 months	<input type="checkbox"/>
Bank or building society account opening confirmation letter	UK Issued in last 3 months	<input type="checkbox"/>
Credit card statement	UK or EEA Issued in last 3 months	<input type="checkbox"/>
Financial statement, for example pension or endowment	UK Issued in last 12 months	<input type="checkbox"/>
P45 or P60 statement	UK and Channel Islands Issued in last 12 months	<input type="checkbox"/>
Council Tax statement	UK and Channel Islands Issued in last 12 months	<input type="checkbox"/>
Work permit or visa	UK Valid up to expiry date	<input type="checkbox"/>
Utility bill	UK not mobile telephone bill Issued in last 3 months	<input type="checkbox"/>
Benefit statement, for example Child Benefit, Pension	UK Issued in last 3 months	<input type="checkbox"/>
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	<input type="checkbox"/>
EU National ID card	Must still be valid	<input type="checkbox"/>

ID checker to Sign

I confirm that I have seen the true copy of the original documents ticked above, and in the case of photo ID, I also confirm that I have seen the true likeness of the person.

Full Name: _____ Signature: _____ Date: _____

Applicant to sign

Privacy Policy-standard/enhanced checks (paper and e-Bulk applications) declaration: I have read the Standard/Enhanced Check Privacy Policy for applicants <https://www.gov.uk/government/publications/dbs-privacy-policies> and I understand how DBS will process my personal data and the options available to me for submitting an application.

Full Name: _____ Signature: _____ Date: _____