

Documentary Evidence Sheet

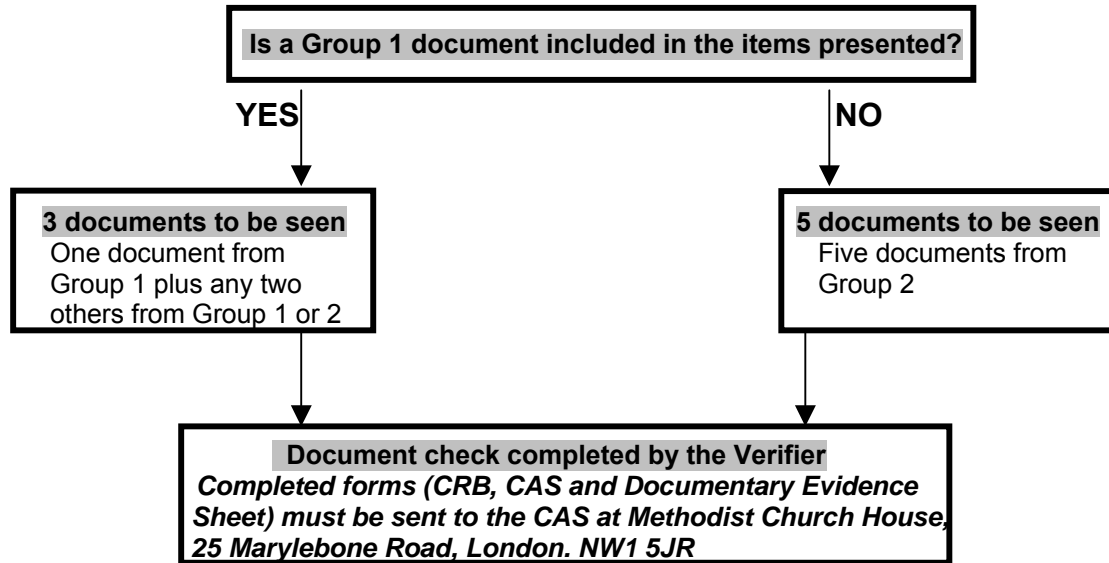
THIS FORM MUST BE COMPLETED BY THE PERSON VERIFYING IDENTITY

NAME OF APPLICANT _____

FORM REFERENCE NUMBER _____

(This number beginning with F or O can be found on the front of the CRB form)

In order to confirm identity the Verifier must see original identity documents. The number of documents required depends upon whether a Group 1 document is included;



- All documents must be original (photocopies and documents printed from the internet are not acceptable).
- The identity information (e.g. name, date of birth, address) must match that provided on the CRB form.
- At least one document must show the applicant's current address.
- At least one document must show the applicant's date of birth.
- It is desirable that at least one item includes a photograph (e.g. Driving Licence, Passport). The likeness must match the applicant.
- All documents must be currently valid.
- If the applicant cannot provide the required number of separate documents listed please contact the CAS office for advice.

Group 1 Documents

Document	Details	Initials	Document issue date
Adoption Certificate (UK)			
Birth Certificate (UK)	Original, issued in the UK within 12 months of birth <i>please enter details on the Disclosure Application Form</i>		
Driving Licence (UK)	Paper or photocard. A photocard is only valid if seen with the counterpart licence. <i>Please enter details on the Disclosure Application Form</i>		
EU Photo Identity Card	Official government ID card issued by an EU country (Please note that the UK does not currently issue ID cards)		
Firearms Licence (UK)			
HM Forces ID Card (UK)			
Passport	Any nationality <i>Please enter details on the Disclosure Application Form</i>		

Group 2 Documents For documents marked with ▲ or ▲▲ please refer to key below

Documents	Details	Initials	Document Issue date
Addressed Payslip ▲			
Bank / Building Society Statement ▲			
Benefit Statement ▲	e.g. Child Allowance, Pension		
Birth Certificate (UK)	Non original UK birth certificate i.e. issued after 12 months of birth; full or short form acceptable <i>Please enter details on the Disclosure Application Form</i>		
Certificate of British Nationality (UK)			
Connexions Card (UK)			
Council Tax Statement ▲▲			
Court Claim Form ▲▲	Documentation issued by Court Service		
Credit Card Statement ▲			
Exam Certificate	e.g. GCSE, NVQ		
Financial Statement ▲▲	e.g. pension, endowment, ISA		
Government Document (UK)▲	A document from Central / Local Government / Government Agency/Local Authority giving entitlement e.g. from the Department for Work and Pensions, Job Centre, Social Security		
Insurance Certificate ▲▲			
Mail Order Catalogue Statement ▲			
Marriage / Civil Partnership Certificate	<i>Please enter details on the Disclosure Application Form</i>		
Mortgage Statement ▲			
National Insurance Card (UK)			
NHS Card (UK)	Must be valid and show applicant's current address		
P45 (UK) ▲▲	<i>Please enter details on the Disclosure Application Form</i>		
P60 (UK) ▲▲	Must show the applicant's address <i>Please enter details on the Disclosure Application Form</i>		
Store Card Statement ▲			
TV Licence ▲▲			
Utility Bill ▲	e.g. Electricity, gas, water, telephone including mobile phone contract / bill		
Vehicle Registration Document	Must be currently valid		
Work permit/Visa (UK) ▲▲			

KEY

▲ must have been issued within past 3 months ▲▲ must have been issued within past 12 months

Name of Verifier _____

Date Documents seen and Checked _____

- I confirm all documents showed the correct name as provided in section A of the Disclosure Application Form.
- I have checked that any photographic documents showed an accurate likeness.
- I confirm that at least one document showed the applicant's address and that this matched the address provided in section A of the CRB form.
- I confirm that at least one document showed the applicant's date of birth and that this matched the date of birth shown in Section A of the Disclosure Application Form.

Signature of Verifier _____