

Identity checking form

Before we can process your DBS disclosure, DBS Check Online 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 complete the 'Responsible Person Details' section below 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 can contact us to discuss further options.

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.
4. Upload a scanned copy of this completed form using the link provided to you in the documents required email that we have sent you.

Your Details (Applicant)

Full name:

Address:

Postcode:

Date of birth (dd/mm/yy):

Email address:

Contact phone number:

Who qualifies as a “responsible person”?

A Responsible Person must be someone who:

- 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

Instructions for the Responsible Person verifying the documents

- Please complete the sections below with your personal details
- Verify the documents and note which two documents you have verified.
- Sign the below declaration

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:

Group A document:

Group B document:

Responsible Person declaration

Please sign to confirm that you have verified the relevant documentation and can certify that this is a true likeness of the originals. By signing this document, you agree to be contacted by DBS Check Online to confirm the documents have been verified.

Print Name:

Signature: