



## DIOCESE OF EAST ANGLIA

### 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.)

Full Name:

Date of Birth:

CRB Form Ref:



DOCUMENT TYPE



DOCUMENT TYPE

### GROUP 1 DOCUMENTS

<input type="checkbox"/>	<b>Passport</b>	<input type="checkbox"/>	<b>EU National Identity Card</b>
<input type="checkbox"/>	<b>UK issued Driving Licence (Full/Provisional)</b> <small>(England/Wales/Scotland/Northern Ireland/Isle of Man: either photocard or paper. A photocard is only valid if presented with the counterpart licence).</small>	<input type="checkbox"/>	<b>UK Birth Certificate</b> (issued within 12 months of date of birth) (full or short form acceptable)
<input type="checkbox"/>	<b>HM Forces ID Card (UK)</b>	<input type="checkbox"/>	<b>UK Firearms Licence (UK)</b>
<input type="checkbox"/>	<b>Adoption Certificate (UK)</b>	<input type="checkbox"/>	

### GROUP 2 DOCUMENTS (This is not an exhaustive list but reflects the most frequently relevant)

<input type="checkbox"/>	<b>Marriage Certificate/Civil Partnership Certificate</b>	<input type="checkbox"/>	<b>Financial Statement ††</b> (e.g. pension, endowment, ISA)
<input type="checkbox"/>	<b>Birth Certificate</b> (issued more than 12 months after date of birth)	<input type="checkbox"/>	<b>Vehicle Registration Document</b> (Document V5 old style and V5C new style only)
<input type="checkbox"/>	<b>P45/P60 Statement (UK) ††</b>	<input type="checkbox"/>	<b>Bank/Building Society Statement †</b>
<input type="checkbox"/>	<b>UK Court Claim Form ††</b> (documentation issued by Court Services)	<input type="checkbox"/>	<b>Utility Bill †</b> (electricity, gas, water, telephone inc. mobile phone contract/bill)
<input type="checkbox"/>	<b>Exam Certificate</b> (e.g. GCSE, NVQ, O'Level, Degree)	<input type="checkbox"/>	<b>TV Licence ††</b>
<input type="checkbox"/>	<b>Addressed Payslip †</b>	<input type="checkbox"/>	<b>Credit Card Statement †</b>
<input type="checkbox"/>	<b>UK National Insurance Card (UK)</b>	<input type="checkbox"/>	<b>Store Card Statement †</b>
<input type="checkbox"/>	<b>NHS Card (UK)</b>	<input type="checkbox"/>	<b>Mortgage Statement ††</b>
<input type="checkbox"/>	<b>Benefit Statement</b> (e.g. Child Allowance/Pension)	<input type="checkbox"/>	<b>Insurance Certificate ††</b>
<input type="checkbox"/>	<b>Certificate of British Nationality † (UK)</b>	<input type="checkbox"/>	<b>Council Tax Statement (UK) ††</b>
<input type="checkbox"/>	<b>UK Work Permit/Visa (UK) ††</b>	<input type="checkbox"/>	<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)
<input type="checkbox"/>	<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	<input type="checkbox"/>	<b>CRB Disclosure ††</b>
<input type="checkbox"/>	<b>Other</b> (state valid CRB acceptable document – refer to Safeguarding office)	<input type="checkbox"/>	

**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: