

Proving your identity:

In order to progress with your application, you must provide sufficient ID to validate your application.

The CRB has produced guidance on the type and range of ID documents that must be used by the approved ID evidence checker to validate the identity of the applicant. For the full range of ID documents go to www.crb.homeoffice.gov.uk/id

A minimum of **three** original documents must be witnessed. Photocopies are **not** acceptable.

- At least one document must confirm your **current name**, as recorded at **a1-a3**
- At least one document must confirm your **date of birth**, as recorded at **a14**
- At least one document must confirm your **current address**, as recorded at **b32-b36**
- If you have an NI number, you must provide documentation to confirm the number, as recorded at **a21**
- If you hold a valid UK Driving Licence, you must provide the photocard and counterpart (unless old style paper licence) to confirm Driving Licence number, as recorded at **a23**
- If you have a valid passport, you must provide this to confirm the passport number, as recorded at **a25**

At least one document should be from Group 1. If you can only provide documents from the Group 2 list, **five** original documents must be supplied.

Group 1	
Valid Passport	National Identity Card - UK & EU
Driving Licence (UK) (Full or provisional) - England/Wales/Scotland/Northern Ireland/Isle of Man/Jersey; either photocard or paper (a photo card is only valid if the individual presents it with the counterpart licence; except Jersey)	Birth Certificate (UK) issued within 12 months of date of birth (including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces)
HM Forces ID Card (UK)	Firearms Licence (UK)
Adoption Certificate (UK)	

Group 2		
Issued within last 3 months	Issued within last 12 months	No time limit
Bank/Building Society Statement	TV Licence	Birth Certificate UK issued more than 12 months after date of birth or foreign birth certificate (official translation required) Vehicle Registration Document Marriage/Civil Partnership Certificate Exam Certificate, eg GCSE or NVQ NHS Card (UK) Connexions Card (UK) National Insurance Card (UK) Certificate of British Nationality (UK) One of the following documents from the United Kingdom Borders Agency (UKBA) (formerly the Immigration and Nationality Directorate – IND) (UK): Convention Travel Document (CTD) - Blue Stateless Person's Document (SPD) - Red Certificate of Identity (CID) - Brown Application Registration Card (ARC) Immigration Status Document (ISD).
Benefit Statement	Council Tax Statement (UK)	
Utility Bill	Insurance Certificate	
Letter from a Head Teacher	P45/P60 Statement (UK)	
Addressed Payslip	Financial Statement: pension endowment ISA mortgage	
Mail Order Catalogue Statement	Court Claim Form (UK)	
Store Card Statement	Work Permit/Visa (UK)	
Credit Card Statement	CRB Disclosure Certificate	
Document from Government Agency/Local Authority giving entitlement (UK): DWP or Employment Service Customs & Revenue Job Centre or Job Centre Plus		

Identification Document (ID) Form



ISA registration · VBS · CRB

Form Reference: _____ Applicant's DoB: _____

Applicant's Name: _____ Applicant's Postcode: _____

Document	Date of Birth	Issue Date	Number	Country of Issue
Passport			
Driving Licence			
Birth Certificate			
National ID Card UK & EU			
Firearms Licence				
HM Forces ID Card				
Adoption Certificate				

	Document	Date of Document	Document	Date of Document
Issued within last 3 months	Bank or Building Society Statement		Addressed Payslip	
	Credit Card Statement		Letter from Head Teacher	
	Mail Order Catalogue Statement		Utility Bill	
	Store Card Statement		Document from Government Agency/Local Authority giving entitlement (UK) DWP or Employment Service Customs & Revenue Job Centre or Job Centre Plus	
	Benefit Statement			
Issued within last 12 months	Work Permit/Visa (UK)		Council Tax Statement	
	CRB Disclosure Certificate		TV Licence	
	P45/P60 Statement (UK)		Insurance Certificate	
	Financial Statement eg pension, endowment, ISA, mortgage		Court Claim Form (UK)	
No time limit	Marriage Certificate		Certificate of British Nationality	
	NHS Card		Connexions Card (UK)	
	Exam Certificate (eg GCSE, NVQ)		NI Card (UK)	
	Vehicle Registration Document (VS or VSC)		Document from UK Border Agency	
	General Medical Certificate			

Other forms of ID are acceptable. For full details please visit www.crb.homeoffice.gov.uk

I declare that the true identity of the applicant has been established in accordance with CRB guidance and, where a volunteer application is submitted, I confirm that this meets the CRB definition of volunteer as detailed at www.crb.homeoffice.gov.uk and understand that knowingly to make a false statement for this purpose may be a criminal offence.

Verifier name _____

The post is a voluntary/paid role. (Please delete as appropriate).

Verifier signature _____

Date documents verified _____

Returning your Application Form:

You will have been advised by your organisation whether to return your application form direct to TMG CRB or via an approved ID evidence checker.

a Returning your Application Form direct to TMG CRB

If you are sending original ID documents TMG CRB takes great care of all documentation but cannot be held liable for any loss in transit. We strongly recommend, therefore, that you send documentation by Royal Mail Special Delivery.

To have your documentation returned by Special Delivery please enclose a pre-paid Special Delivery envelope, available to purchase from a Post Office. Failure to do so will mean your documents are returned by 2nd Class post.

Before sealing the envelope please check that you have included:

- Your completed form
- Your original identity documents - photocopies are not acceptable
- Any continuation sheets where appropriate
- Payment (please refer to accompanying letter for details)
- Pre-paid Special Delivery envelope

Send to TMG CRB using the self-adhesive label provided.

b Returning your Application Form to an approved ID evidence checker

Take your completed form and original ID to your approved ID evidence checker.

The approved ID evidence checker will check the form is completed correctly, validate your ID documents and complete an *Identification Document (ID) Form*. They will return your original ID documents to you and forward the completed Application Form and accompanying documentation to TMG CRB.

Payment:

Please refer to the covering letter or contact TMG CRB or the person who asked you to complete the form for further information.

CRB defines a volunteer as *a person engaged in an activity which involves spending time, unpaid (except for travel and other approved out-of-pocket expenses), doing something which aims to benefit some third party other than or in addition to a close relative.*

Payment may be required at a later date if an application is inappropriately submitted for a voluntary post. Cheques should be made payable to TMG CRB.

What happens next?

TMG CRB checks the form for accuracy, completes sections x and y, records the application details and forwards the application to CRB for further processing.

Where you have applied for ISA registration you will receive notification of your Registration Number by separate letter.

The CRB will issue two copies of the CRB Disclosure. One copy will be sent to you, a second copy is issued to TMG CRB; we will update our records and forward the Disclosure details to your organisation.

For further information visit www.crb.homeoffice.gov.uk or www.isa-gov.org.uk

Helpline:

Our helpline is open from 8.30am – 5.30pm, Monday to Friday. A 24-hour messaging service is available outside of these hours.

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