

## Notes on Completion of the DBS Check ID Verification and Role Justification Form - Diocese of Derby May 2023

Thank you for agreeing to verify the identity of an applicant for a DBS check to be made by either a Parish within, or the Diocese of Derby. These notes should help you to complete the form, and an example completed form has been provided.

### Mandatory Information

1. We must be provided with the applicant's full legal name, date of birth and address including post code. For each of these please note alongside which document you saw to confirm these. These documents need to be from the Governments official list which is published here: [ID checking guidelines for standard/enhanced DBS check applications from 1 July 2021 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/id-checking-guidelines-for-standard-enhanced-dbs-check-applications-from-1-july-2021)
2. We must be provided with an email address to which we can send the applicant information including unique ID number which they need to complete the mandatory online application.
3. You should where possible see and again note the type of photographic ID seen, ideally this should be a Passport or Photocard Driving Licence. Alternatives are Derbyshire Gold Card Bus Passes, Student Identity Cards issued by Universities and Colleges, or places of Employment.
4. State the role the applicant will be taking which requires a DBS check to be made. If there is more than one role, note all roles, starting with the role requiring the highest number of regulatory barring checks required.
5. Clearly indicate which groups the role will be working with.
6. Clearly indicate which regulatory barring checks are required, noting that adult barring is relatively uncommon for most roles in the Church context. The regulatory checks are only applicable to enhanced DBS checks. For more information, please refer to the National Church of England Safeguarding e-Manual, Safer Recruitment and People Management Guidance, Section 9 Disclosure and Barring Service (DBS).
7. Please state both Church and Parish name, there are many St George, St Peter's within the Diocese of Derby etc, however only one St Mary Boulton for example.
8. Indicate if the person working from home with this group and if they are paid by the parish to do this role .

### Optional Information

The optional information is very useful to us when we verify the online DBS application which the applicant must make. Please ask the applicant to provide this if it is available, noting that verification of National Insurance number cannot be from a National Insurance Number Card due to the theft of blank cards some years ago and possible resulting forgeries.

### Other Documents Seen

When Identity has been verified from Birth Certificate, Adoption Certificate, Biometric Residence Permit, Marriage Certificate, Immigration document, visa, or work permit, HM Forces ID card or Firearms licence this should be noted here. It is useful to re-state the type of Financial or social history documents which have been seen to complete the verification.

### Confirm and Sign

Please confirm and sign the document making sure you also date the form. Forms should be signed by the local Parish Safeguarding Officer. Where this is not possible, signatures will be accepted from Clergy, Churchwarden's or PCC Secretaries.

Please see overleaf for an example completed form

# DBS Check ID Verification and Role Justification Form - Diocese of Derby May 2023

## Mandatory Information about the Applicant

		<b>State Source Document you saw</b>						
<b>Full (all) Names</b>	James Volunteer Dickens	Passport						
<b>Date of Birth</b>	29/Apr/1950	Passport						
<b>Address</b>	1 Fake Road, Fake Place Weston-on-Trent Derbyshire	Driving Licence Gas Bill						
<b>Post Code</b>	DE64 5NN	Gas Bill						
<b>email</b>	jvolunteer@icloud.com	N/A						
<b>Photographic ID</b>	Derbyshire Gold Card	Bus Pass						
<b>Role in Parish</b>	Children's Leader (Toddler Club)	N/A						
<b>Workforces</b>	Child <input checked="" type="checkbox"/> Adult <input type="checkbox"/> Child and Adult <input type="checkbox"/>	Mark as required						
<b>Barring Checks Needed</b>	<table border="1"> <tr> <td rowspan="2">Child</td> <td>Yes</td> <td rowspan="2">Adult</td> <td>Yes</td> </tr> <tr> <td>No</td> <td>No</td> </tr> </table>	Child	Yes	Adult	Yes	No	No	Mark as required
Child	Yes		Adult		Yes			
	No	No						
<b>Work From Home</b>	No <input type="checkbox"/> <del>Yes</del> This is required for all clergy and those working towards ordination training and the shared discernment process	Mark as required						
<b>Paid Role</b>	No <input type="checkbox"/> <del>Yes</del>	Mark as required						

## Optional Information about the Applicant

		<b>State Source Document you saw</b>
<b>Driving Licence Number</b>	D I C K E 5 0 4 2 9 0 J V 9 X Y	Photocard/ <del>Paper</del>
<b>Driving Licence Issue date</b>	30/OCT/2021	
<b>Passport Number</b>	1 2 3 4 5 9 8 7 6	Passport
<b>Passport Issue date</b>	19/MAR/2018	
<b>National Insurance Number</b>	P P 0 1 3 5 7 2 B	Pension service letter

### Other Documents Seen

Passport, Photocard Driving Licence, Gas Bill (Eon), Derbyshire Gold Card, Pension service letter.
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I confirm that

- I have seen and clearly identified above the three original documents (not photocopies or printouts).
- These documents are all in the applicant's name, at least one has the applicants Date of Birth.
- At least two documents show the applicant's current address.
- All documents are recent and valid.

Signed N. R. Gee

Print Name Nigel Gee

Role Parish Safeguarding Officer

email psoatweston@icloud.com

Date 16 August 2022

**Please return this completed form to Derby Diocese Safeguarding Department, where possible with the completed Confidential Declaration Form**

This information is collected for validation of identity per UK government requirements for DBS applications. Once the application is completed or the form no longer valid Derby Diocese dispose of the document in a secure manner