

Identity Verification has changed so how do I check the identity of a Disclosure applicant now?

The familiar ID verification process, that had 2 groups of document and required that 3 original documents were produced or 5 dependent on the nature of the documents, has changed. As of 31st August the new process has 3 potential routes that need to be followed and 3 classifications of document type titled Group 1; Group 2a and Group 2b.



The routes have to be followed in priority order meaning that Route 2 can only be used when Route 1 is not possible and Route 3 can only be used when Route 2 is not possible or unsuccessful.

It is hoped that most applicants will be able to be ID checked via Route 1 which is very similar how ID used to be verified. One document from Group 1 is required and 2 further documents are required from Group 1 or Group 2a or 2b.

It is important to note that not only are there now 3 groups of documents but the types of acceptable document has also been reduced and there is now a finite number of acceptable documents that can be used. The now acceptable document types are listed in full on the reverse of the revised ID Verification Form (dated August 2012).

You should ensure that the applicant's current address is verified by presented original documentation and also that the date of birth is confirmed.

The supplied original documents should be seen in person from the applicant and be marked as before on the reverse of the ID Verification Form to show what documents were presented. Photocopies of the original documents should be taken and sent with the completed ID Verification Form to the Diocesan Safeguarding Team (or CoR Counter-Signatories Office for Religious) and NOT to CSAS which is printed on the front of each DBS Application Form.



Any DBS applicants who are non-EEA Nationals should have their ID validated by Route 1 only. Similarly CRB applicants who are EEA Nationals and resided in the UK for 5 years or less should also be validated via Route 1.

Should you have a DBS applicant who cannot supply documentation to verify their identity via Route 1, the ID Verification Form explains what groups of documents are acceptable however your Safeguarding Office will need to undertake an online external "living history footprint" check.

If you have any queries or have an applicant who has minimal forms of acceptable documentation under these new rules, please contact your local Safeguarding Office for guidance. Should your local Safeguarding Office be unavailable, you can contact CSAS (Catholic Safeguarding Advisory Service) for assistance.