

Current Name including middle names					
Home Address including postcode					
Date of Birth				Have you ever been known by another name? (Yes/No)	
Name History (if applicable)					
Previous Name		Reason		Date changed	
Previous Name		Reason		Date changed	
Previous Name		Reason		Date changed	
By completing this form and sending it to us, you're helping us speed up your ID checking appointment. New applicants – we will check your ID documents at the Chaperone Training Session. Renewals – we will contact you to confirm a day & time for an ID checking appointment (takes 5-10 minutes)					
You must provide 3 ID documents for us to verify your identity to proceed with your DBS check. At least 1 ID document should be from group 1 and another 2 ID documents from either group 1 or 2.					
Changed your address recently? We can only accept an ID document if it shows your current address on it. You must either obtain an ID document with the correct address on it or chose an alternative ID.					
Changed your name? Your ID documents must be in your current name in order for us to accept it. We must see evidence of all your name changes (marriage certificate, deed poll). However we can accept a marriage certificate with your previous name as a group 2 ID document.					
Group 1 ID Documents					
Tick	Document Type	Additional Details required			
	Any valid Passport	Passport Number			
		Date of Issue (#7)		Nationality (#3)	
	UK - Driving licence Photocard	Licence number (#5)			
		Date of Issue (#4a)			
	UK - Adoption Certificate	Date of Issue			
		Reference Number			
	UK - Birth Certificate Issued within 1 year of birth	Date of Issue			
		Reference Number			
A Birth Certificate MUST have been issued within 1 year of your birth to be classed as a group 1 document. If it wasn't then you can use it as a Group 2 document however you must still provide an alternative group 1 document.					
If e-Visa, BPR or ARC is selected then please enter below 3 pieces of information					
	UK - e-Visa	Date of Issue			
	UK - Biometric Residence Permit (BRP)	Date of Expiry			
	UK - Application Registration Card (ARC)	Reference Number			
Group 2 ID Documents					
Tick	Document Type	Additional details required (some may not be applicable)			
	Please enter the name of your 2nd ID document below	Country of Issue			
		Date of Issue			
		Date of Expiry			
		Reference Number			
	Please enter the name of your 3rd ID document below	Country of Issue			
		Date of Issue			
		Date of Expiry			
		Reference Number			
OFFICE USE ONLY OFFICE USE ONLY OFFICE USE ONLY OFFICE USE ONLY					
	Have we seen a total of 3 ID documents and at least 1 of them is a Group 1 document?				
	Have we seen an ID document that proves the person's date of birth and current home address ?				
THIS DOCUMENT WILL BE DESTROYED ONCE WE HAVE VERIFIED YOUR ID FOR YOUR DBS CHECK					
	Has the applicant set up their DBS check on the DBS website?				
	Have we verified this person's ID on the DBS website?				

If you're printing this document off yourself then you only need page 1 for your ID checking appointment.

ACCEPTABLE GROUP 2 ID DOCUMENTS (2a & 2b)

Group 2a ID Documents

Document Type	Issued by and Notes
UK PAPER VERSION of Driving Licence	UK, Isle of Man or Channel Islands. Name and address must be up to date.
Non UK Driving Licence Photocard	OUTSIDE of the UK (excluding Isle of Man and Channel Islands)
Marriage/Civil Partnership Certificate	UK or the Channel Islands
HM Forces ID Card or Veteran Card	UK.
Firearms Licence	UK, Isle of Man or Channel Islands.

Group 2b ID Documents

Document Type	Issued by	Issue Date and Validity	Notes
Mortgage Statement	UK.	Issued within the last 12 months.	
Bank or Building Society Statement	UK.	Issued within the last 3 months.	A print off of a bank statement that is endorsed with a stamp and signed by the bank is acceptable if you cannot have hard copy bank statements posted to you.
Bank or Building Society Account Opening Confirmation Letter	UK.	Issued within the last 3 months.	
Credit Card Statement	UK.	Issued within the last 3 months.	
Financial Statement	UK and Channel Islands.	Issued within the last 12 months.	Examples: Pension or Endowment
P45 or P60 statement	UK and Channel Islands.	Issued within the last 12 months.	Original only. Cannot be online document or printed from online account/PDF.
Council Tax statement	UK.	Issued in the last 12 months.	
Utility Bill	UK.	Issued within last 3 months	Not mobile telephone bill. Cannot be printed from an online account
Benefit Statement	UK	Issued in the last 12 months.	Examples: Child Benefit or State Pension
Government Letter giving Entitlement For example from the Department for Work and Pensions, the Employment Service, Local Authority	UK and Channel Islands	Issued in the last 12 months.	A letter confirming entitlement to benefits. For example: Personal Independence Payment (PIP), free school meals, universal credit, asylum support etc
HMRC self assessment letters or tax demand letters	UK	Issued in the last 12 months.	
EHIC/GHIC cards	UK	Must still be valid	
EEA National ID card	N/A	Must still be valid	
Irish Passport Card	Republic of Ireland	Must still be valid	Cannot be used alongside an Irish passport
Cards carrying the PASS logo	UK, Isle of Man and Channel Islands	Must still be valid	Digital PASS cards are acceptable where they have been issued by an approved digital PASS provider and the QR code has been used to confirm details.

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How to complete this ID Sheet document

When you apply or renew your Derbyshire Chaperone Licence, we are required to complete an Enhanced Disclosure and Barring Service (DBS) check to ensure that you are not barred from working with children.

You must provide **3 forms of ID documents** in order for us to verify your identity to proceed with a DBS check. You must provide at least: **ONE document from Group 1 and a further TWO documents from either Group 1, 2a or 2b.** We must see the original ID documents in person.

We have created this sheet for you to fill in with any information we will require from your ID documents to help us minimise the amount of time it takes us to verify each person and also means that we don't require to handle photocopies of your ID documents. Ideally, you will **enter the information electronically** however we can accept forms that have been handwritten if the information is readable.

Please input your:

- Full legal name as it appears on your ID documents. Example: John Adam Smith
- Current Home Address including postcode (one of your ID documents must have your address on it)
- Date of Birth
- Answer (Yes / No) for if you have ever changed your name.
- If you have ever changed your legal name then please input your former name(s) as well as the reason for changing your name and the date of the change. Example reasons: Marriage/deed poll.
- Please check your original ID documents are **still valid and correct**. We are unable to accept expired/out of date ID documents. We are unable to accept photocopies/photos of ID documents. We are unable to accept online documents.
- Tick which documents you will be using for your identity check and input any additional information depending on what you are providing. See below for an example of how to fill out the form. (The example has ticks against more than 3 documents – you only need to provide 3 ID documents).

EXAMPLES OF COMPLETED INFORMATION				
✓	Any valid Passport	Passport Number	123456789	
		Date of Issue (#7)	01/02/2023	Nationality (#3) British
✓	UK - Driving licence Photocard	Licence number (#5)	SMITH812307AB1CD	
		Date of Issue (#4a)	30/09/2024	
✓	UK - Adoption Certificate	Date of Issue	01/04/1994	
		Reference Number	AB-123456-CD	
✓	UK - Birth Certificate Issued within 1 year of birth	Date of Issue	01/04/1994	
		Reference Number	AB-123456-CD	
If e-Visa, BPR or ARC is selected then please enter below 3 pieces of information				
	UK - e-Visa	Date of Issue	01/01/2025	
✓	UK - Biometric Residence Permit (BRP)	Date of Expiry	31/12/2029	
	UK - Application Registration Card (ARC)	Reference Number	AB123456789CD	
Document Type		Additional details required		
Please enter the name of your 2nd ID document below		Country of Issue	UK	
Council Tax Statement		Date of Issue	01/04/2025	
		Date of Expiry	-	
		Reference Number	DE43AG-123456	
Please enter the name of your 3rd ID document below		Country of Issue	UK	
Marriage Certificate		Date of Issue	31/10/2010	
		Date of Expiry	-	
		Reference Number	AB987654321CD	

Once you have completed this form, you can upload it when you make your application/renewal request on our website. If you need to make changes once you have submitted your request, you can email it to CS.EWSC@derbyshire.gov.uk and we will add it to your file. If you have handwritten the information then please ensure the scan/photo allows us to clearly read the information. We will print this off prior to your arranged arrival time so we can compare the form to your original ID documents in person.

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