Since May 2023, applicants have been able to choose to complete a DBS application online or by using a paper form.

Those applicants who have followed the online process (or completed a JotForm prior to a paper form) have already submitted information about their role, therefore the verifier only needs to complete this form and check the applicant's identity documents.

The verifier should see at least [3 documents](https://www.gov.uk/government/publications/dbs-identity-checking-guidelines/id-checking-guidelines-for-standardenhanced-dbs-check-applications-from-1-july-2021) following DBS guidelines, and note the details below.

**APPLICANT DETAILS**

|  |  |
| --- | --- |
| **Full name of Applicant** |  |
| **Date of birth**  |  |
| **Email and phone number**  |  |
| **Home Address**  |  |
| **Role / job title** |  |
| **Name of the church** including village/town/ denomination  |  |

Is the applicant a United Kingdom national? Yes[ ]  No[ ]

The applicant has completed their DBS application form:

1. Online [ ]  B. Using the paper form [ ] please indicate the date the form was sent to the Panel's office (if not attached)

**IDENTITY VERIFICATION**

You should see at least three documents. At least one should be a primary identity document from group 1.

 e.g. passport / driving licence / original birth certificate (issued within 12 months of birth)/ adoption certificate.

If the passport is used – include the nationality of the applicant. For driving licenses – please note the country of issue.

|  |
| --- |
| **See the Panel or DBS website for guidance and a full list of acceptable documents:** <https://www.gov.uk/government/publications/dbs-identity-checking-guidelines/id-checking-guidelines-for-standardenhanced-dbs-check-applications-from-1-july-2021> |
|  | **Document type**  | **Number / details**  | Publication date/Valid from  |
| ***1*** |  |  |  |
| ***2*** |  |  |  |
| ***3*** |  |  |  |
| ***4*** |  |  |  |

***VERIFIERS STATEMENT:***

*I confirm that I have checked the current address, date of birth, name and address history and confirmed the identity of the applicant, by viewing and verifying at least 3 original documents as listed above. I confirm that the information provided to support this claim is correct and I understand that knowingly making a false statement for this purpose is a criminal offence.*

**Signature:**

**Verifier’s name : …………………………………………………. Date: …………………………………..**