

MKC & HBS BUSINESS SERVICES GROUP LTD

DISCLOSURE OF CRIMINAL RECORDS

Evidence of Proof of Identity

Form Reference No.

Registered Body No. 24798500003

Applicant Name

Applicant Address

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Post applied for

Organisation/Place of Work

Budget Code for Charging (Not Applicable to Schools)

- 1. Level of check required: Standard Enhanced
- 2. This post involves working with: Children Vulnerable Adults
- 3. Volunteer: Yes No

I confirm that I have seen the originals of the documents indicated overleaf which confirm the identity of the above named person and I have completed Section X of the Disclosure Application form accordingly. (NB It is not necessary to attach photocopies of documentation). A copy of this form will accompany the CRB application where details of any original document seen are not recorded in section x.

Signed: Date:

Name (please print):

Position held:

Organisation/Place of work:

Contact Tel No.

This form must be attached to the Disclosure Application Form; **failure to do so will result in the form being returned to you.**

CRB - PROOF OF IDENTITY

Please tick the documents provided and complete section X of the Disclosure Application Form

Can the applicant produce any document from Group 1?	
Yes ↓	No ↓
Applicant must produce 3 documents at least one of which must be from Group 1	Applicant must produce 5 documents from Group 2

Please note all documents must be in current name. At least one document must show current address, and at least one must show date of birth. Photographic evidence should be shown where possible.

GROUP 1	Tick
Valid Passport (<i>any nationality</i>)	
UK Driving Licence (<i>Full or Provisional</i>) England/Wales/Scotland/Northern Ireland/Isle of Man, either photo card or paper. (A photocard is only valid with the counterpart of the licence).	
Original UK Birth Certificate (<i>issued within 12 months of date of birth</i>) full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces.	
EU National Identity Card	
Firearms Licence (UK)	
HM Forces ID Card (UK)	
Adoption Certificate (UK)	

GROUP 2 (<i>*should be less than 3 months old; ** issued within last 12 months</i>)	Tick
Marriage/Civil Partnership certificate	
Birth Certificate	
P45/P60 Statement **	
Bank or Building Society statement*	
Utility Bill (<i>gas, electricity, water, telephone, mobile phone contract/bill</i>)*	
Valid TV Licence**	
Credit Card Statement*	
Store Card Statement*	
Mortgage Statement**	
Valid insurance certificate**	
Financial Statement (<i>eg pension, endowment, ISA</i>)**	
Valid Vehicle Registration Document (<i>V5 old style or V5C new style only</i>)	
Mail Order Catalogue Statement*	
Valid NHS Card (UK)	
Addressed Payslip*	
National Insurance Card (UK)	
Exam certificate (<i>eg GCSE, NVQ, O'levels, Degree</i>)	
Benefit Statement (<i>eg Child allowance or pension</i>)	
Connexions Card (UK)	
Certificate of British Nationality (UK)	
Work Permit/Visa (UK)**	
Court Claim form** (<i>Documentation issued by Court Services</i>)	
Council Tax Statement (UK)**	
CRB Disclosure Certificate**	
Letter from a Head Teacher*	
A document from Central/Local Government/Government Agency/Local Authority giving entitlement (UK)*, eg from the Department for Work and Pensions, the Employment Service, Customs & Revenue, Job Centre, Job Centre Plus, Social Security.	
One of the following documents from the Borders and Immigration Agency (BIA) (formerly the Immigration and Nationality Directorate – IND) (UK). <i>Do not use more than one of the following documents:-</i> Convention Travel Document (CTD) - Blue Stateless Persons Document (SPD) - Red Certificate of Identity (CID) - Brown Asylum Registration Card (ARC) – Immigration Status Document (ISD)	