

Identity Checking Form (ICF)



Guidance notes for applicants

Before you can apply for a DBS disclosure, Security Watchdog, part of Capita plc must be satisfied about your identity by requesting a Responsible Person to verify it using an ICF. You must also have completed an online application form prior to submitting your ICF. A Responsible Person **must** be someone who:

- is professionally qualified. For a full list of acceptable professions please see the table below
- has credentials that can be checked
- has personally known you for at least **12 months**
- is not related to you by birth or marriage, or in a personal relationship with you (this includes partners, in-laws, and stepparents)
- does not live at the same address as you
- is a permanent resident of the UK

NOTE: A retired or unemployed person who has appropriate credentials may still be a Responsible Person, they must state what profession from the list below they are retired from.

Acceptable professions for Responsible Persons:

1. Accountant
2. Airline pilot
3. Articled clerk of a limited company
4. Assurance agent of recognised company
5. Bank/Building society official
6. Barrister
7. Chairman/Director of limited company
8. Chiropodist
9. Commissioner of oaths
10. Councillor (local or county)
11. Civil servant (permanent)
12. Doctor or dentist
13. Director/Manager of a VAT-registered charity
14. Director/Manager/Personnel officer of a VAT-registered company
15. Engineer (with professional qualifications)
16. Financial services intermediary (eg a Stockbroker or Insurance broker)
17. Fire service official
18. Funeral director
19. Insurance agent (full time) of a recognised company
20. Journalist
21. Justice of the Peace
22. Legal secretary (fellow or associate member of the Institute of Legal Secretaries and PAs)
23. Licensee of public house
24. Local government officer
25. Manager/Personnel officer (of a limited company)
26. Member, Associate or fellow of a professional body
27. Member of Parliament
28. Merchant Navy officer
29. Minister of a recognised religion (including Christian Science)
30. Nominated Person/Responsible Individual for an Ofsted registered setting (currently registered)
31. Nurse (RGN and RMN)
32. Officer of the armed services
33. Optician
34. Owner of a VAT registered business
35. Paralegal (certified paralegal, qualified paralegal or associate member of the Institute of Paralegals)
36. Person with honours (an OBE or MBE, for example)
37. Pharmacist
38. Photographer (professional)
39. Police officer
40. President/secretary of a recognised organisation
41. Salvation Army officer
42. Social worker
43. Solicitor
44. Surveyor
45. Teacher, Lecturer
46. Trade union officer
47. Travel agent (qualified)
48. Valuer or Auctioneer (fellows and associate members of the incorporated society)
49. Warrant Officers and Chief Petty Officers

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How to complete the ICF

1. Please complete Section A of the ICF - please note that it is a criminal offence to impersonate another person, assist in an impersonation of another person, or attempt to do so. This may result in fines and/or imprisonment. If we suspect you are impersonating someone else, we will report the matter to the police.
2. Once you have completed Section A of the form, take it and your **original** identification documents (following the guidance in page 1) to a Responsible Person and ask them to complete Section B. They will then need to complete page 5 of the ICF with details of the ID they have seen.
3. Please fully complete this form. Failure to complete all required sections will mean that we cannot accept the ICF, resulting in this being returned to you for full completion.
4. Once you have completed the ICF, please send **pages 3, 4 & 5** to our office using one of the options listed below:
 - Scan and email to: capitadbs@capita.co.uk (Please note: You will receive an automated email response confirming receipt of your ICF. If you do not receive an automated response, please check the email address and re-send.)

Please ensure:

1. The applicants name is stated in the subject of the email
 2. If you are submitting more than one ICF, please send individual emails per applicant
 3. The file size is below 20MB. If the file size is over 20MB, your e-mail will be automatically rejected.
- If you are unable to email the ICF, then alternatively you can post it to:

FAO: Ofsted Team
Security Watchdog, part of Capita plc
Cross & Pillory House
Cross & Pillory Lane
Alton, Hampshire
GU34 1HL

Please ensure:

1. You **do not** include any **original or photocopied** identity documents with your Identity Checking Form (ICF). (Please note: Security Watchdog will not be held liable for the loss of any original identity documents that we receive.)
2. If you have been chased by Security Watchdog for your ICF and are sending this to us by post, please contact us on 01420 557624 to advise that this is coming in the post so that we can monitor this and we do not withdraw your application in the meantime.
3. We recommend the ICF is sent to us by Recorded Delivery as Security Watchdog will not be held liable for any ICF forms that we do not receive.

Remember:

If you do not complete Step Two (Payment and online application) and Step Three (ID check), we cannot process your DBS application.

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IMPORTANT INFORMATION:

Any personal information provided on this form will be solely used by your chosen Responsible Person to verify your identity. Security Watchdog will not be using any of the personal information provided on this form to cross reference against information provided by you on the eBulkPlus application. It is your responsibility to ensure that all information provided on this form and the eBulkPlus application match and are accurate and concise.

Security Watchdog will not be held responsible for any incorrect information provided on either parts of the application. If you complete a part of the application (ICF or eBulkPlus) incorrectly, you will be required to resubmit the application again where full charges are applicable.

Section A – Applicant's Details: Please use **BLOCK** capitals

Application Ref: <small>(e.g. 123SMIT123456)</small>	<input type="text"/>
First Name:	<input type="text"/>
Middle Name(s):	<input type="text"/>
Surname:	<input type="text"/>

Address:	<input type="text"/>
	<input type="text"/>
Postcode:	<input type="text"/>
Date of Birth:	<input type="text"/>
Daytime contact No:	<input type="text"/>
Email Address:	<input type="text"/>

Volunteer Declaration – Only to be completed by applicants applying for a DBS check as a volunteer
Security Watchdog, part of Capita plc closely scrutinises each DBS application before it is processed by the DBS. If an applicant falsely applies as a volunteer as part of their DBS check then the full application fee will be recovered including any further administration costs. This may also delay and/or adversely affect your application with Ofsted.
I declare that as part of my DBS check with Ofsted: <ul style="list-style-type: none">▪ I am not being paid or receiving remuneration (apart from travel and other approved out of pocket expenses)▪ I am not receiving benefit of any kind▪ I am not working towards a qualification, or working as part of a placement▪ I am not only looking after a close relative
I confirm that by signing below my role meets the DBS definition of a free of charge volunteer application and the above statements are true. I understand it is a criminal offence to knowingly make a false statement when applying for a DBS check.
Print Name:
Signature:

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Guidance notes for Responsible Persons/ID checkers

Please complete this form as fully as possible. Failure to complete all sections will mean that we cannot accept the form.

Security Watchdog, part of Capita plc may retain your details until a decision on the applicant's suitability to work or be in regular contact with children has been made.

Section B: Responsible Person's details / declaration

The Responsible Person (Verifier) must complete all boxes within Section B. It is important that we have your full contact details as we may contact you to validate that you completed the ICF and that you meet the criteria for a Responsible Person set out.

If you are retired or unemployed please include your former profession in your answer to the 'position' question, for example 'retired police officer'.

The Responsible Person's signature is required to confirm that you have verified the applicant's details.

A Responsible Person **must be** someone who:

- is professionally qualified. For a full list of acceptable professions, please see page 1 of the ICF document (please do not abbreviate your job role)
- has credentials that can be checked
- has personally known you for at least **12 months**
- is not related to you by birth or marriage, or in a personal relationship with you (this includes partners, in-laws, and stepparents)
- does not live at the same address as you
- is a permanent resident of the UK

Section B – Verifier's Details/Declaration:

Please use BLOCK capitals

First Name(s):	<input type="text"/>
Surname:	<input type="text"/>

Address:	<input type="text"/>
	<input type="text"/>
Postcode:	<input type="text"/>
Date of Birth:	<input type="text"/>

Position No. & Job Title:	<input type="text"/>
(from those listed on Page 1)	
Daytime contact No:	<input type="text"/>

Application Ref:	<input type="text"/>
(the application reference of the applicant you are verifying – as found on page 3)	

Please sign to confirm that you have verified the relevant documentation as set out in Section B:
Signature:

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Section B – Continued
Please use BLOCK capitals

Please refer to the ‘DBS list of Acceptable Identification’ on the following page. A minimum of 3 original documents must be seen, including 1 recent proof of address.

Group 1 – Primary Identity Documents

<input type="checkbox"/> Passport (current and valid)	PP No: <input style="width: 100px;" type="text"/> Issue Date: <input style="width: 100px;" type="text"/> DDMMYY Expiry Date: <input style="width: 100px;" type="text"/> DDMMYY Nationality: <input style="width: 100px;" type="text"/>
<input type="checkbox"/> Current Photo Driving Licence UK / Mann / CHI / EU	D/L No: <input style="width: 100px;" type="text"/> Issue Date: <input style="width: 100px;" type="text"/> DDMMYY (Section 4a on photocard) Country: <input style="width: 100px;" type="text"/>
<input type="checkbox"/> UK Biometric Residence Permit	<input type="checkbox"/> UK Adoption Certificate
<input type="checkbox"/> UK Birth Certificate (issued within 12 months of birth)	Issue Date: <input style="width: 100px;" type="text"/> DDMMYY

Group 2a – Trusted Government Documents

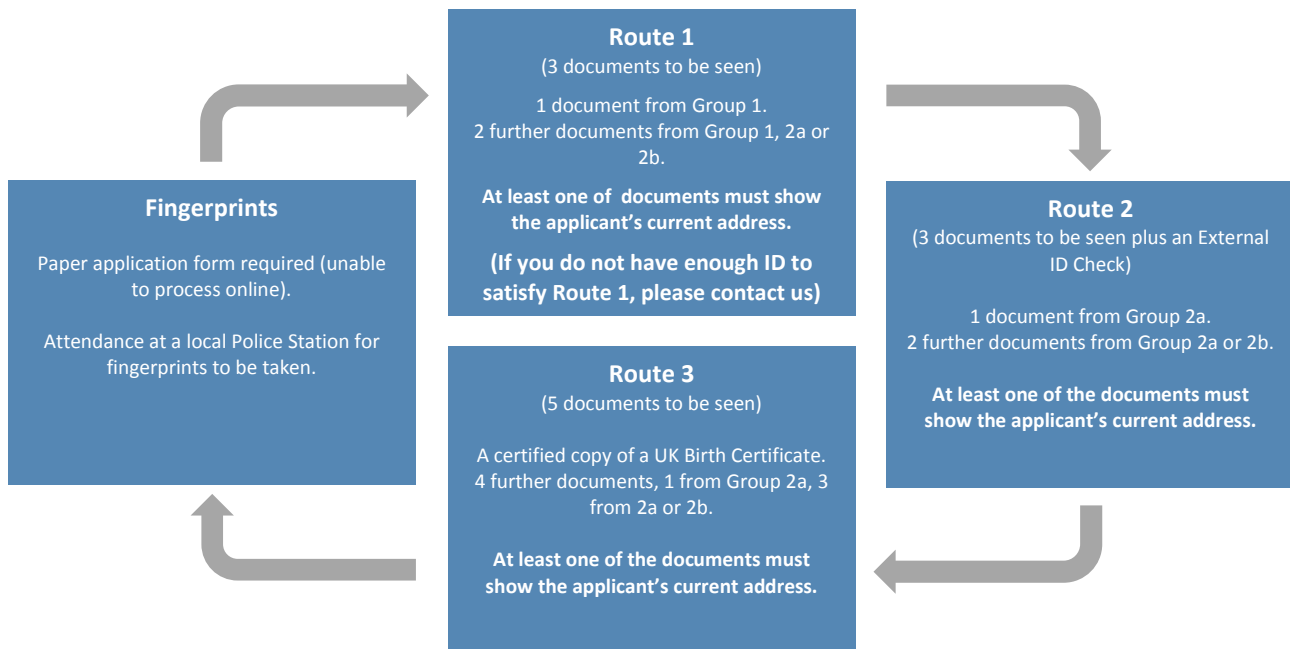
<input type="checkbox"/> UK / EU Current Driving Licence (old-style paper version, not counterpart)	Issue Date: <input style="width: 100px;" type="text"/> DDMMYY
<input type="checkbox"/> Current Photo Driving Licence (All countries other than those in Group 1) <small>(Please note – Group 2a Driving Licences cannot be used if a Driving Licence is being used in Group 1.)</small>	D/L No: <input style="width: 100px;" type="text"/> Issue Date: <input style="width: 100px;" type="text"/> DDMMYY Country: <input style="width: 100px;" type="text"/>
<input type="checkbox"/> UK Marriage/Civil Partnership Cert Issue Date: <input style="width: 100px;" type="text"/> DDMMYY	<input type="checkbox"/> UK Birth Certificate (issued longer than 12 months from birth) Issue Date: <input style="width: 100px;" type="text"/> DDMMYY
<input type="checkbox"/> Firearms Licence (UK / CHI / Isle of Man)	<input type="checkbox"/> UK HM Forces ID Card

Group 2b – Financial/Social History Documents

<input type="checkbox"/> Mortgage Statement (UK) (Issued in last 12 months)	<input type="checkbox"/> Bank or Building Society Statement (Issued in last 3 months)
<input type="checkbox"/> Credit Card Statement (UK) (Issued in last 3 months)	<input type="checkbox"/> Financial Statement (UK) <i>e.g. pension or endowment</i> (Issued in last 12 months)
<input type="checkbox"/> P45 or P60 Statement (UK) (Issued in last 12 months)	<input type="checkbox"/> Council Tax Statement (UK) (Issued in last 12 months)
<input type="checkbox"/> Work Permit or Visa (UK) (Valid up to expiry date)	<input type="checkbox"/> Utility Bill (UK) (Mobile Phone Bill not accepted) (Issued in last 3 months)
<input type="checkbox"/> EU National ID Card (Must still be valid) (Not EHIC or National Insurance Card)	<input type="checkbox"/> Benefit Statement (UK) <i>e.g. Job Seeker's Allowance, Pension</i> (Issued in last 3 months)
<input type="checkbox"/> Letter from Head Teacher/College (16-19 year olds in full time education in the UK)	<input type="checkbox"/> Central or Local Government/Council Document <i>e.g. DWP, HMRC, Employment Service, National Insurance Letter</i> (Issued in last 3 months)
<input type="checkbox"/> Cards carrying PASS logo (Not NUS or College Card)	<input type="checkbox"/> Bank or Building Society Opening Confirmation Letter (UK) (Issued in last 3 months)

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DBS List of Acceptable Identification



Group 1

Primary Identity Documents

- Current valid Passport
- Biometric Residence Permit (UK)
- Current Driving Licence – photo card (UK / Isle of Man / Channel Islands and EU) (Full or Provisional)
- Birth Certificate (UK / Channel Islands) (Issued at the time of birth)
Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions & HM Forces. (Photocopies are not acceptable)
- Adoption Certificate (UK)

Group 2a

Trusted Government Documents

- Current Driving Licence – photo card (All Countries other than those in Group 1) (Full or Provisional)
- Current Driving Licence – paper version (UK / Isle of Man / Channel Islands / EU) (Full or Provisional)
- Birth Certificate (UK / Channel Islands) (Issued after the time of birth)
- Marriage / Civil Partnership Certificate (UK / Channel Islands)
- HM Forces ID Card (UK)
- Fire Arms Licence (UK / Channel Islands)

Group 2b

Financial & Social History Documents

- Mortgage Statement (UK or EEA) (Non-EEA Statements not accepted) **
- Bank/Building Society Statement (UK or EEA) (Non-EEA Statements not accepted) *
- Bank/Building Society Account Opening Confirmation Letter (UK) *
- Credit Card Statement (UK or EEA) (Non-EEA Statements not accepted) *
- Financial Statement e.g. pension, endowment, ISA (UK) **
- P45/P60 Statement (UK / Channel Islands) **
- Council Tax Statement (UK / Channel Islands) **
- Work Permit/Visa (UK Residence Permit, valid up to expiry date)
- Utility Bill (UK) - Not Mobile Phone *
- Benefit Statement (UK) e.g. Job Seeker's Allowance, Pension *
- Document from Central/ Local Government/ Government Agency/ Local Authority (UK / Channel Islands) *
e.g. DWP, Employment Service, HMRC, Job Centre, Social Security
- EU National ID Card – must be valid
- Cards carrying the PASS accreditation logo (UK / Channel Islands) – must be valid
- Letter from Head Teacher or College Principal (16-19 year olds in full time education in the UK)

Please note if a document in the List of Valid Identity Documents is:

- Denoted with * - issued in the last 3 months
- Denoted with ** - issued in the last 12 months