



# URBAN SAINTS

## **CRB DISCLOSURE IDENTITY CHECKLIST (IN EASY STEPS)**

Please read these instructions before completing the form and CRB Identity Check List

### 1. COMPLETING THE CRB AND ISA IDENTITY CHECK LIST

As part of the CRB Disclosure application process, the identity of the applicant needs to be confirmed. The applicant will need their Minister or another Urban Saints leader who already has an enhanced CRB Disclosure, (and who is not a relative), to carry out the identity check.

The applicant will need to provide original documentation for the checker to view. The checker will then record details from this documentation onto the CRB Identity Check List. Valid identity documents are divided into two lists, Group 1 and Group 2 (see Page 2).

- A) When completing the CRB Identity Check List the checker must use **BLACK INK** throughout and write clearly in **BLOCK CAPITALS**. Please **DO NOT** use Tippex™.
- B) If the applicant can provide at least **ONE** document from Group 1, then they need only produce **TWO** further documents (from either list). If the applicant cannot provide **ANY** documents from Group 1, then they must produce **FIVE** documents from Group 2.
- C) All documents **MUST** be in the **CURRENT NAME** of the applicant (marriage certificate excepted). Where a document in a different name is provided, it must be supported by additional documentation, e.g. a maiden name birth certificate supported by a marriage certificate.
- D) At least one document **MUST** show the applicant's **CURRENT ADDRESS**. After checking that the current address of the applicant matches the documents produced, please **tick the relevant section on the CRB Identity Check List**.
- E) At least one document **MUST** show the applicant's **DATE OF BIRTH**. Please enter the date of birth from a Group 2 document onto the CRB Identity Check List if it has not already been verified in a Group 1 document.
- F) The checker must enter **ALL** of the **required details** of the documents seen, as indicated on the CRB Identity Check List.
- G) The checker must ensure that **ALL** of the documents fall within the **date of issue** requirements given at the bottom of the list of Valid Identity Documents (see Page 2).
- H) The checker must complete the '**Evidence Seen By**' section and give the completed CRB Identity Check List back to the applicant.
- I) **The applicant must return the signed CRB Identity Check List to the Urban Saints Support Centre**  
Freepost RRHA-CEJU-KBSH, Volunteer Support, Urban Saints, 45 Crescent Road, Luton, LU2 0AH  
Or  
Scanned and emailed to [volunteersupport@urbansaints.org](mailto:volunteersupport@urbansaints.org)
- J) **THE APPLICANT MUST NOT SEND ANY IDENTITY DOCUMENTS WITH THE APPLICATION.**

## 2. LIST OF VALID IDENTITY DOCUMENTS

GROUP 1 DOCUMENTS	DETAILS
Passport	Any nationality
UK Birth Certificate	Issued within 12 months of date of birth – full or short form acceptable including those issued by UK authorities overseas such as Embassies, High Commissions and HM Forces
UK issued Driving Licence	England/Wales/Scotland/Northern Ireland/Isle of Man; either photocard or paper. A photocard is only valid if the individual presents it with the counterpart licence
EU National Identity Card	EU Countries only
HM Forces Identity Card	UK only
UK Firearms Licence	
Adoption Certificate	UK only
GROUP 2 DOCUMENTS	DETAILS
Marriage/Civil Partnership Certificate	
Financial Statement**	E.g. pension, endowment, ISA
Birth Certificate	Non UK
Vehicle Registration Document	Document V5 old style and V5C new style only
P45/P60 Statement**	UK only
Mail Order Catalogue Statement*	
Bank/Building Society Statement*	
Court Claim Form**	Documentation issued by court services
Utility Bill*	Electricity, gas, water, telephone inc. mobile 'phone contract/bill
Exam Certificate	E.g. GCSE, NVQ, O Levels, Degree
TV Licence**	
Addressed Payslip*	
Credit Card Statement*	
National Insurance Card	UK only
Store Card Statement*	
NHS Card	UK only
Mortgage Statement**	
Benefits Statement*	E.g. Child Allowance, pension
Insurance Certificate**	
Certificate of British Nationality	UK only
Council Tax Statement**	UK only
Work Permit/Visa**	UK only
A document from Central/Local Govt./ Govt. Agency/Local Authority giving entitlement	E.g. Department for Work and Pensions, the Employment Service, Customs & Revenue, Job Centre, Job Centre Plus, and Social Security
One of the following documents from the Borders and Immigration Agency.	(Formerly known as the Immigration and Nationality Directorate) – UK only: Convention Travel Document (CTD), Stateless Persons Document (SPD), Certificate of Identity (CID), Application Registration Card (ARC). <i>Note: Please do not use more than one of these documents</i>
Connexions Card	UK only
CRB Disclosure Certificate**	
Letter from a Head Teacher*	

Notes: \* Documentation should be less than three months old

\*\* Issued within the past 12 months

List subject to amendment, please check 'ID Checking Process' at [www.crb.homeoffice.gov.uk/id](http://www.crb.homeoffice.gov.uk/id)

**IMPORTANT – PLEASE DO NOT SEND US ANY ORIGINAL ID DOCUMENTS. PLEASE CAREFULLY READ AND FOLLOW THE INSTRUCTIONS IN THIS INFORMATION SHEET FOR DETAILS OF HOW TO PROVIDE US WITH PROOF OF ID.**