



# UK Enhanced DBS Check

## VERIFIER GUIDELINES

As part of the UK Enhanced DBS Check, Applicants need to provide identification (ID) documents as a means of 'proving that they are who they say they are'. This is a legal obligation set by the UK's Disclosure and Barring Service (DBS).

### 01

#### Who Can Act as an Authorised Verifier?

DBS ID documents can be verified by a Priest or Deacon, or by a person in an authorised role with the Diocese in Europe.

Authorised roles with the Diocese in Europe:

- Members of the Diocesan Safeguarding Team
- The Diocesan Locum Ministry Administrator
- Clergy
- Readers
- Safeguarding Officers
- Churchwardens

**NB. If you are in an authorised Verifier role with the Diocese in Europe, your Safeguarding Check must be up-to-date.**

### 02

#### The ID Document Verification Process

Due to the unique geography of the Diocese in Europe, we are unable to complete the DBS ID document checks for applicants face-to-face in the Diocesan Office; therefore, we have agreed a verification process with our DBS Counter-signatories, APCS.

The Applicant must always present ID documents to you in person, and have made sure in advance that you are available and willing to verify the documents.

To verify copies of DBS ID documents, please use the following process:

#### Step 1:

The Applicant will bring the original copy and a photocopy of each of their DBS ID documents, plus copies of the **UK Enhanced DBS ID Documents List** and the **UK Enhanced DBS ID Document Verifier Form** to you in person.

#### Step 2:

Please refer to the **UK Enhanced DBS ID Documents List**, from which the Applicant must have provided:

- one document from Group 1;
- two further documents from either Group 1, Group 2a or Group 2b.

Further DBS criteria states the following:

- You must only accept valid, current and original documentation.
- All documents must be in the Applicant's current name.
- One document must show a photograph of the Applicant.
- You must see at least one document to confirm the Applicant's current address.
- One document must confirm the Applicant's date of birth.
- You must not accept the foreign equivalent of an identity document if that document is listed as 'UK' on the **UK Enhanced DBS ID Documents List**.
- You must not accept documentation printed from the internet, e.g. internet bank statements.
- A document from each of the groups should be included only once in the document count e.g. don't accept two bank statements as two of the required documents, if they are from the same bank.
- Documentary proof of name changes must be witnessed.

- Where possible, documentation to confirm the Applicant's address history (as listed in their DBS application) should be provided, and verified copies supplied to the Diocesan Safeguarding Team. If you hold the Confidential Declaration Form for the Applicant, this information should be cross-referenced.

Please check the ID documents provided against the **UK Enhanced DBS ID Documents List** to ensure that they correspond to the DBS criteria.

**NB. Although Switzerland is not an EU or EEA member, it is still part of the single market, meaning that the DBS will accept DBS ID documents equivalent to those marked as 'EEA' on the UK Enhanced DBS ID Documents List.**

<b>Step 3:</b>	On the <b>UK Enhanced DBS ID Documents List</b> , please note the issue date of each document and write your initials in the spaces provided.
<b>Step 4:</b>	Check any pictures on the ID documents to ensure likeness to the Applicant.
<b>Step 5:</b>	Please check the original copies of the ID documents against the photocopies to ensure that the photocopies are true copies of the originals.
<b>Step 6:</b>	On each photocopy, please write: <ul style="list-style-type: none"> <li>• "True copy of the original";</li> <li>• the date;</li> <li>• your signature;</li> <li>• print your name.</li> </ul>
<b>Step 7:</b>	Please complete the 'Verifier' and 'Verifier Declaration' sections of the <b>UK Enhanced DBS ID Document Verifier Form</b> .
<b>Step 7:</b>	The Applicant will then post or email the verified photocopies of their DBS ID documents, alongside the <b>UK Enhanced DBS ID Documents List</b> and the <b>UK Enhanced DBS ID Document Verifier Form</b> to the Diocesan Safeguarding Team.

### 03 Standard ID Checking Guidance

#### How do I Check for Indicators of fraud?

Always check for signs of tampering when checking identity documents.

Documents should be queried if they display any signs of damage, especially in the areas of personal details such as the name and the photograph.

The following guidelines should help you look out for any suspicious signs when authenticating documents.

#### Checking a Passport

Check the general quality and condition of the passport. Treat it with suspicion if it is excessively damaged; accidental damage is often used to conceal tampering.

Photographs should be examined closely for signs of damage to the laminate or for excessive glue or slitting of the laminate; these signs would indicate photo substitution. If the photograph appears excessively large, this might indicate an attempt to hide another photograph underneath.

There should also be an embossed strip embedded into the laminate, which will catch a portion of the photograph.

Check there is no damage to this area.

#### Checking an Old Style UK Driving Licence (No Photograph)

Remove the document from the plastic wallet and check that it is printed on both sides.

It should have a watermark visible by holding the licence up to the light and there should be no punctuation marks in the name or address.

The 'Valid To' date should be the day before the bearer's 70th birthday (unless the bearer is already over 70). The 'Valid To' date can therefore be cross-referenced with the Applicant's date of birth detailed in the **UK Enhanced DBS ID Document Verifier Form**.

<p><b>Checking a Photo Driving Licence</b></p>	<p>Examine the licence for evidence of photo tampering or any amendment of the printed details.</p>
<p><b>Checking a UK Birth Certificate</b></p>	<p>Birth certificates are not evidence of identity, and are easily obtained. Although certificates issued at the time of birth may give more confidence that it belongs to the individual, unlike a recently issued certificate, they will not show if any information has been corrected or superseded by a new registration.</p> <p>Check the quality of paper used; genuine certificates use a high grade. There should be a watermark visible when the document is held up to the light. Any signs of smoothness on the surface would indicate that original text might have been washed or rubbed away. There should be no signs of tampering, changes using liquid paper, overwriting or spelling mistakes.</p> <p>The following list provides some general information about certificate completion which may help to establish whether the certificate and/or the details have been falsified. This is provided solely as a guide and is not exhaustive:</p> <ul style="list-style-type: none"> <li>• The certificate format used should be appropriate for the year of registration.</li> <li>• Only the surname should be entered in upper case, not the forename(s).</li> <li>• Dates of birth should be shown with the day and month in words and the year in figures.</li> </ul> <p>The following information might indicate that the certificate has been altered:</p> <ul style="list-style-type: none"> <li>• Spacing between falsely added particulars might be irregular compared to original information. 'Thick' or 'thin' spacing might infer particulars have been added.</li> <li>• False particulars might not have been aligned with other words.</li> <li>• Characters may not be of the same size or shape with the rest of the particulars.</li> <li>• Movement of handwriting may look mechanical and does not flow with the rest of the particulars.</li> <li>• Changes might not be consistent e.g. parents' surnames might be altered, but not the signatures.</li> </ul>
<p><b>Checking an EEA Photo Identity Card</b></p>	<p>Examine the card for evidence of photo tampering or any amendment of the printed details.</p>
<p><b>Checking an HM Forces ID Card</b></p>	<p>Examine the card for evidence of photo tampering or any amendment of the printed details.</p>
<p><b>Checking a Firearms Licence</b></p>	<p>Check the licence is printed on blue security paper with a Royal crest watermark and a faint pattern stating the words 'Home Office'.</p> <p>Examine the licence for evidence of photo tampering or any amendment of the printed details, which should include home address and date of birth.</p> <p>The licence should be signed by the holder and bear the authorising signature of the chief of police for the area in which they live, or normally a person to whom his authority has been delegated.</p>
<p><b>Other Types of ID</b></p>	<p>Ensure all letters and statements are recent, i.e. within a three month period. Do not accept documentation printed from the internet.</p> <p>Check letter headed paper is used, bank headers are correct and that all documentation looks genuine. The address should be cross-referenced with that provided by the applicant.</p>
<p><b>Where to Go for Help to Check Non-UK Issued Identity and Travel Documents</b></p>	<p>You can go to the public register of authentic identity and travel documents online on the PRADO website to identify the basic safeguards contained in European documents and a few more other nationality documents:</p> <p><a href="http://www.consilium.europa.eu/prado/EN/prado-start-page">www.consilium.europa.eu/prado/EN/prado-start-page</a></p> <p>The PRADO website is provided by the Council of European Union.</p>

## 04

### **What Should you do if you Suspect False Identity or Documents?**

If you suspect that you have been presented with a false identity or documents at the time of application, do not proceed with the application process.

Immediately Report the suspected identity fraud to the relevant issuing authority and notify the Diocesan Safeguarding Team (DST).

## 05

### **Diocesan Safeguarding Team (DST) Contact Details**

**Telephone:** 0044 (0) 207 898 1150  
0044 (0) 207 898 1163

**Email:** [europe.safeguarding@churchofengland.org](mailto:europe.safeguarding@churchofengland.org)

**Address:** The Diocesan Safeguarding Team,  
Diocese in Europe, 14 Tufton Street,  
London, SW1P 3QZ, UNITED KINGDOM