

**ARCHDIOCESAN ID CHECKLIST
(PVG Scheme Applications)**

To be completed by the Applicant

Personal Details

Parish and/or Name of Organisation _____

Ministries in which you are going to be involved _____

Name: _____

Address: _____

Telephone No: _____

E-mail: _____

To be completed by the Co-Signatory/ID Verifier

Children	Adults	Both
(Please circle client group volunteer will be working with in the Church)		

Existing PVG Scheme Members Only

Which client group has the applicant already been checked for working with		
Children	Adults	Both
(Please circle client group)		
PVG Scheme Membership Number: _____ (16 Numbers)		

Identification Documentation Seen	(X)	Insert the number
3 PIECES REQUIRED!		
1 Birth Certificate	_____	_____
2 Passport	_____	_____
3 Driving Licence (with Photo)	_____	_____
4 Driving Licence (without Photo)	_____	_____
5 Utility Bill	_____	_____
6 Bank / Credit Card / Store Card Statement	_____	_____
7 Other (Please specify below)*	_____	_____

* Previous PVG Certificate or Disclosure Certificate can't be used as proof of address!

ID Verifier: _____ Date: _____

Diocesan Signatory: _____ Date: _____

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DOCUMENTATION REQUIRED TO BE BROUGHT WITH YOU TO VERIFY YOUR IDENTITY

3 Pieces of Identity is required

- 1 Piece with photograph (see below)
 - 2 Pieces with current address (see below)
- or
- 1 Piece with Current Address plus 1 other (see alternatives below)

You must know your National Insurance Number as this must go on the Form

If you have a Passport you should bring this as identification

If you have a Drivers Licence you should bring this as identification

You should know when you moved into your current address and also last 5 years addresses

Range of Possible Photographic Verification that may be used

1. Passport (e.g. UK or other country);
2. Driving licence with photograph;
3. Other forms of photo ID - **CURRENT**; Bus Pass, UK Government Department Pass/Card, Employee ID Card, NHS Scotland ID Card, Armed Forces ID Card, National Union Student ID, University ID, Young Scot Card

Range of Possible Address Verification documentation that may be used

Please note that the address information should detail the current address.

1. Bank or building society statement (within last 3 months)
2. A utility bill (within last 3 months)
3. Credit or store card statement (within last 3 months)
4. Financial statement (e.g. Mortgage, Personal loan papers, ISA)(within last 3 months)
5. Correspondence from statutory bodies (e.g. Benefits Agency, Employment Services; central or local/government departments) (within last 3 months)
6. Pension or other benefits book
7. Visa
8. Work Permit
9. Driving licence without photograph

Suggested Alternative Range of Forms of Identification that can be used to Support Photographic and Address Verification:

- Current National Savings Card
- Current Building Society Account Book/Card
- Current Trade Union Membership Card
- Current Council Rent Book
- Current Bank Giro
- Cheque Guarantee Card Combined with Current Personal Cheque Book
- Scottish Qualifications Authority - Registration No. (School students)
- Degree Certificate; HND; HNC; Professional Qualification; NVQ/SVQ (granted by a UK University, award granting body or equivalent)
- Current Credit/Debit Card
- Current AA/RAC Card
- Current Form BF7 (Benefits Agency)
- European Health Insurance Card (E11)

Where you cannot provide Photographic Evidence of Identity (Passport etc.)

If the applicant does not have the required documentation for photographic evidence (physical ID) then they should supply a passport sized photograph and a letter signed and dated by a responsible person (school guidance teacher; minister of religion; line manager etc) which states "***I certify that [name of person] residing at [enter full address] has been known by me for [enter duration of time]. Sign, insert address and date.***" Please note this letter should not be completed by the same person countersigning the CRBS multiple cover sheet.