



Identity Document (ID) Form

**ID verification options**

ID requirements	Route 1	Route 2	Route 3
	One <i>Group 1</i> document <i>plus</i> Two documents from <i>Group 1</i> or <i>2a/b</i>	One <i>Group 2a</i> document <i>plus</i> Two documents from <i>Group 2a/b</i> <i>plus</i> External ID validation service	Birth Certificate (UK) <i>plus</i> One <i>Group 2a</i> document <i>plus</i> Three <i>Group 2a/b</i> documents
Full details of external ID validation service can be found at <a href="http://IDvalidation.tmgcrb.co.uk">IDvalidation.tmgcrb.co.uk</a>			
<ul style="list-style-type: none"> <li>• One document must confirm current address</li> <li>• One document must confirm date of birth</li> <li>• Where available, ID must be provided to confirm name changes e.g. marriage certificate, deed poll.</li> </ul>			

Form reference **F** ..... Applicant's DoB .....

Applicant's name ..... Applicant's postcode .....

Verification Route (please circle)                      Route 1                      Route 2                      Route 3

**ID verified** (please complete all relevant boxes for each document verified)

Document name	Date of birth if detailed	Issue date	Number (where applicable)	Country of issue

I declare that the true identity of the applicant has been established in accordance with DBS guidance and, where a volunteer application is submitted, I confirm that this meets the DBS definition of volunteer as detailed at [www.gov.uk/dbs](http://www.gov.uk/dbs) and understand that knowingly to make a false statement for this purpose may be a criminal offence.

I confirm the applicant has read The FA's statement on the use of DBS Enhanced Disclosure information.

Verifier name ..... The post is a voluntary/paid role (please delete as appropriate)

Verifier signature ..... Date documents verified .....

# Verification of ID

To meet the DBS revised ID verification requirements, TMG CRB requires all applicants to provide documents meeting the **Route 1** criteria below. Where applicants cannot meet **Route 1** requirements, **Route 2** should be followed. If **Route 2** criteria cannot be met **Route 3** should be followed. Fingerprints will be required for applicants unable to satisfy the three routes specified below. Note: all non UK/non European Economic Area (EEA) Nationals must have their identity validated via **Route 1**.

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## Group 1 Documents

Current Valid Passport
Birth Certificate (UK or Channel Islands) issued within <b>12</b> months of date of birth (including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces)
Photocard Driving Licence (UK, Channel Isles, Isle of Man, full or provisional) <b>accompanied by associated counterpart licence</b>
Biometric Residence Permit (UK)

## Group 2a Documents

Non-photo, old style Driving Licence (UK, Channel Isles, Isle of Man)	HM Forces ID Card (UK)
Current non UK Photo Driving Licence (valid for 12 months from applicant entering UK)	Adoption Certificate (UK and Channel Islands)
Birth Certificate (UK or Channel Islands) issued 12 months after date of birth	Marriage/Civil Partnership Certificate (UK)
Fire Arms Licence (UK and Channel Islands)	

## Group 2b Documents - documents printed from the internet are not acceptable

Less than 3 months old	Less than 12 months old	No age limit
Bank/Building Society Statement (UK or EEA)	Mortgage Statement (UK or EEA)	EU National ID Card
Utility Bill (UK), electricity, gas, water, telephone. (mobile phone bill not acceptable)	P45/60 Statement (UK and Channel Islands)	Bank/Building Society Account Opening Confirmation Letter (UK)
Credit Card Statement (UK or EEA)	Financial Statement (UK), e.g. pension, endowment, ISA (UK)	Letter from Head Teacher or College Principal (16/17 year olds in full time education at the time of application)
Benefit Statement e.g. Child Allowance	Council Tax Statement (UK and Channel Islands)	Letter of sponsorship from future employer provider (non UK/non EEA only) – for applicants residing outside the UK at the time of application
Document from Government Agency/ Local Authority giving entitlement (UK and Channel Islands) e.g. from Dpt of Work and Pensions, Customs and Revenue, Job Centre	Work Permit/Visa (UK) (UK Residence Permit)	