

UKHCA Data Capture Form



UKHCA

Please complete the form as fully as possible as omissions may cause delays in the processing of the application.

A full 5-year address history must be provided with no gaps in the dates.

All details provided on the form will be sent electronically to the Disclosure and Barring Service for processing.

| | | | |
|------------------|-----------------------------|------------------------------|--|
| Organisation | <input type="text"/> | | |
| Job Role | <input type="text"/> | | |
| Title | Mr <input type="checkbox"/> | Mrs <input type="checkbox"/> | Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other <input type="text"/> |
| Forename | <input type="text"/> | | |
| Surname | <input type="text"/> | | |
| Middle Name 1 | <input type="text"/> | | |
| Middle Name 2 | <input type="text"/> | | |
| Middle Name 3 | <input type="text"/> | | |
| Date of Birth | <input type="text"/> | Gender | Male <input type="checkbox"/> Female <input type="checkbox"/> |
| Address 1 | <input type="text"/> | | |
| Address 2 | <input type="text"/> | | |
| Town | <input type="text"/> | | |
| County | <input type="text"/> | | |
| Postcode | <input type="text"/> | Country | <input type="text"/> |
| Resident From | <input type="text"/> | | |
| Telephone | <input type="text"/> | | |
| Surname at Birth | <input type="text"/> | | |

A document from Central/Local Government/
Government Agency/Local Authority giving
entitlement (UK & Channel Islands) (less than 3
months old)- e.g. from the Department for Work
and Pensions, the Employment Service, Customs
& Revenue, Job Centre, Job Centre Plus, Social
Security

EU National ID Card

Letter from Head Teacher or College Principal
(UK) (16-19 year olds in full time education - only
used in exceptional circumstances when all other
documents have been exhausted)

Letter of Sponsorship from future employment
provider (Non-UK/Non-EEA only - valid only for
applicants residing outside of the UK at time of
application)

P45/P60 Statement (less than 12 months old)
(UK & Channel Islands)

Mortgage Statement (UK or EEA) (less than 12
months old)

Financial Statement (less than 12 months old)
- e.g. pension, endowment, ISA (UK)

Council Tax Statement (UK & Channel Islands)
(less than 12 months old)

Bank/Building Society Account Opening
Confirmation Letter (UK) (less than 3 months
old)

Land line Telephone Bill (NOT a mobile phone
bill)
(UK) (less than 3 months old)

Gas Bill (UK) (less than 3 months old)

If you have seen 1 or more **Group 1 document** and seen at least 2 other documents (including a document that verifies address) external validation will not be required.

You must have seen at least 1 **Group 2a document** and at least 2 other documents (including a document that verifies address) to qualify for external validation. Otherwise we will be unable to process the application. Further information is available at www.ukhca.co.uk/disclosure/identity.aspx

National Insurance Number

Mother's Maiden Name

Required if using "Route 2" only
Bank Account Number Bank Sort Code

Non-EEA nationals doing paid work must confirm their Right to Work status by providing one of the following documents The documents must be originals, not copies.

| | | |
|-------------------------------------|--|---|
| <input checked="" type="checkbox"/> | <p>Primary Documents</p> <p>Document</p> <p>A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.</p> | <p>Notes</p> <p>UK</p> |
| <input checked="" type="checkbox"/> | <p>A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.</p> <p>A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.</p> | <p>UK</p> <p>Any current and valid Passport</p> |
| <input checked="" type="checkbox"/> | <p>A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.</p> | <p>Any current and valid Passport</p> |
| <input checked="" type="checkbox"/> | <p>A Certificate of Application issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old together with a Positive Verification Notice from the Home Office Employer Checking Service.</p> | <p>UK</p> |
| <input checked="" type="checkbox"/> | <p>An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service.</p> | <p>UK</p> |
| <input checked="" type="checkbox"/> | <p><i>Applicants providing one of the following documents must also provide a current valid Passport:</i></p> <p>A current Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence.</p> | <p>UK</p> |
| <input checked="" type="checkbox"/> | <p>A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.</p> | <p>UK</p> |
| <input checked="" type="checkbox"/> | <p>A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.</p> | <p>UK</p> |

For completion by the employer

| Disclosure Type | Enhanced | Standard |
|---|---|--|
| Will the applicant be working with vulnerable adults? | Yes <input checked="" type="checkbox"/> | No <input checked="" type="checkbox"/> |
| Will the applicant be working with children? (<i>work, not merely having incidental contact, with childrenFor those who duties involve</i>) | Yes <input checked="" type="checkbox"/> | No <input checked="" type="checkbox"/> |
| Would you like to perform an DBS Adult First check on the applicant? | Yes <input checked="" type="checkbox"/> | No <input checked="" type="checkbox"/> |
| Does the applicant's identity need to be externally verified? | Yes <input checked="" type="checkbox"/> | No <input checked="" type="checkbox"/> |
| Will the applicant be employed as a volunteer? | Yes <input checked="" type="checkbox"/> | No <input checked="" type="checkbox"/> |
| Preliminary Verifier <input type="text"/> | | |
| <p>I confirm that I have established the true identity of the applicant, by examining a range of documents as set out in DBS guidance, and verified the information provided. I have provided a Privacy Policy at https://www.gov.uk/government/publications/dbs-privacy-policies which they have read and understood.</p> | | |
| Preliminary Verifier signature _____ | | Date <input type="text"/> |

Declaration by the applicant

Do you have any convictions, cautions, reprimands or final warnings which would not be filtered in line with current guidance?

Yes No

Fair Processing Notice

The Disclosure and Barring Service will refer the details provided on this application form to government and law enforcement bodies in accordance with any relevant legislation. The details provided to these bodies will be used for identifying possible matches to records held by them. Where such a match is established, data may be released to the DBS for inclusion on any certificate issued. The details provided on this form may be used to update the records held by the bodies specified above. The details on this application form may be used to verify your identity for authentication purposes. The DBS may use any information provided by the DBS on a certificate or otherwise held by the DBS to inform any of its barring decisions made under its powers within the Safeguarding Vulnerable Groups Act 2006.

I confirm that the information that I have provided in support of this application is complete and true and understand that knowingly to make a false statement for this purpose is a criminal offence.

I give permission for the preliminary verifier to act as my representative and assist me in this application.

Privacy Policy- standard/enhanced checks declaration

I have read the Standard/Enhanced Check Privacy Policy for applicants

<https://www.gov.uk/government/publications/dbs-privacy-policies> and I understand how DBS will process my personal data and the options available to me for submitting an application.

Consent to obtain e-Bulk standard/enhanced check electronic result

I consent to the DBS providing an electronic result directly to the registered body that has submitted my application. I understand that an electronic result contains a message that indicates either the certificate is blank or to await certificate which will indicate that my certificate contains information. In some cases the registered body may provide this information directly to my employer prior to me receiving my certificate.

Applicant signature _____ Date

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|--|--|--|--|--|--|--|--|--|--|

Once this form is completed in its entirety you should return it with payment to:
UKHCA Disclosure Service, Sutton Business Centre, Restmor Way, Wallington, Surrey SM6 7AH

Details of our current prices can be found at www.ukhca.co.uk/disclosure/crbcosts.aspx