

SOLACE WOMEN'S AID

CRB DISCLOSURE APPLICATION - IDENTIFICATION DOCUMENTS

As a volunteer for Solace Women's Aid, you may be dealing with vulnerable adults, young people or children and so it is essential that the correct checks are carried out, to protect our volunteers and those that they will be working with. Enhanced CRB (Criminal Records Bureau) checks will be carried out after the relevant form has been completed and a member of staff has seen at least **three** acceptable forms of identification.

Checks like these are important so that we can ensure the safety of all the people we work with. We work within confidentiality policies, your information will be treated as confidential. A criminal record will not necessarily exclude you from volunteering, we take these issues into account on an individual basis.

Please Note: All documents must be valid, original (not photocopies) and in the applicant's current name. At least one document must show your current address and at least one document must show your date of birth. Please ensure the details in the documentation match those given on the application form.

3 documents must be seen One document from Group 1 plus any two from either Group 1 or 2	OR	5 documents must be seen Five documents from Group 2
---	-----------	--

Group 1 Document Types	
Passport (any nationality) - <i>Detail on Disclosure Application Form</i>	
UK Driving Licence (either photo card or paper - full or provisional) - <i>Detail on Disclosure Application Form</i>	
UK Birth Certificate (issued within 12 months of birth - full or short version - <i>Detail on Disclosure Application Form</i>)	
Photo Identity Card (EU Countries only)	
UK Firearms Licence	
HM Forces ID Card	
Group 2 Document Types	
Marriage Certificate - <i>Detail on Disclosure Application Form</i>	
Birth Certificate - <i>Detail on Disclosure Application Form</i>	
P45/P60 Statement** - <i>Detail on Disclosure Application Form</i>	
Bank or Building Society Statement*	
Utility Bill: Electricity, Gas, Water, Telephone (inc. mobile phone contract/bill)*	
TV Licence**	
Credit/Store Card Statement*	
Mortgage Statement/Agreement**	
Insurance Certificate**	
A document from central/local authority giving entitlement (e.g. Benefits Agency, Employment Service, Inland Revenue)**	
Financial Statement (e.g. Pension, endowment, ISA)**	
Vehicle Registration Document	
Mail Order Catalogue Statement*	
Court Claim Form (documentation issued by Court Services)**	
UK NHS Card	
Addressed Payslip*	
National Insurance Number Card	
Exam Certificate (e.g. GCSE, NVQ)	
Benefit Book (Child Allowance or Pension)**	
Council Tax Statement**	
Connexions Card	
Certificate of British Nationality	
Work Permit/Visa**	

* Documentation should be less than 3 months old

** Documentation should be the most recent (less than 12 months old or current)