

Basic Individuals – Step 2 ID Verification Form:

- 1. Complete this form. Enter details in shaded boxes
- 2. Ask someone (a friend, colleague; BUT NOT a relative) to check that your ID document details match the details on this form, and ask them to complete & sign this form
- 3. Save your completed form as a pdf or print it
- 4. Send COPIES of your ID documents and this completed form to us by:
 - Email - scan and email your ID documents & this signed form to: info@basicpolicecheck.co.uk or...
 - Post - post photo copies of your ID documents & signed form to:
 - MAYFLOWER DISCLOSURE SERVICES LTD, CHESIL MIST, MORGANS VALE ROAD, SALISBURY, SP5 2HY.
- ID documents MUST confirm Current Name and Current Address as stated on the online Disclosure application Form.
- Do NOT send us original ID documents.

APPLICANT DETAILS: - Fill in shaded boxes:

- FIRST NAME:
- MIDDLE NAME/S *if any:
- SURNAME:
- DATE OF BIRTH:
- CURRENT ADDRESS INCL POSTCODE:

ID DOCUMENTS: Fill in shaded boxes for ID documents being provided:

Route 1 – For all applicants except paid non-UK nationals
(3 x documents to be seen)

1 document from Group 1.
2 further document from Group 1, 2a or 2b

Combination of documents must confirm name, DOB & current address.

If unable to satisfy Route 1, proceed to Route 2.



Route 2 – For all applicants except paid non-UK nationals
(3 x documents to be seen)

1 document from Group 2a.
2 further documents from Group 2a or 2b.

Combination of documents must confirm name, DOB & current address.

If unable to satisfy Route 2, Basic check cannot be submitted.

***For paid non-UK nationals only**
(3 x documents to be seen)

1 document from Group 1a.
2 further document from Group *1, 2a or 2b

*Group 1 documents cannot be a duplicate of the Group1a document used.

Combination of documents must confirm name, DOB & current address.

There are no alternative routes. If unable to satisfy this route, a Basic check cannot be submitted.

Go to next page

Mayflower Disclosure Services Ltd

Website: www.basicpolicecheck.co

Group 1 - Primary Identity Documents	Seen?
<ul style="list-style-type: none"> Current valid Passport 	
<ul style="list-style-type: none"> Biometric Residence Permit (UK) 	
<ul style="list-style-type: none"> Current Driving Licence – photo card (UK / Isle of Man / Channel Islands) (Full or Provisional) 	
<ul style="list-style-type: none"> Birth Certificate (UK / Isle of Man / Channel Islands) (Issued within 12 months of birth) *Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions & HM Forces. (Photocopies are not acceptable) 	
<ul style="list-style-type: none"> Adoption Certificate (UK / Channel Islands) 	

Basic Group 1a - Primary Identity Documents for non-UK nationals	Seen?
<ul style="list-style-type: none"> A current passport or passport card showing that the holder is a national of the Republic of Ireland. 	
<ul style="list-style-type: none"> A current document issued by the Home Office to a family member of an EEA or Swiss citizen, and which indicates that the holder is permitted to stay in the United Kingdom indefinitely. 	
<ul style="list-style-type: none"> 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. 	
<ul style="list-style-type: none"> Online evidence of immigration status. Either via the View and Prove service or using the BRP or BRC online service. Issued by the Home Office to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question. Must be valid. Note: this includes the EUSS digital status confirmation. 	
<ul style="list-style-type: none"> 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. 	
<ul style="list-style-type: none"> 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. 	
<ul style="list-style-type: none"> 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. 	
<ul style="list-style-type: none"> 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. 	
<ul style="list-style-type: none"> A current document issued by the Home Office to a family member of an EEA or Swiss citizen, and which indicates that the holder is permitted to stay in the United Kingdom for a time limited period and to do the type of work in question. 	
<ul style="list-style-type: none"> A frontier worker permit issued under regulation 8 of the Citizens' Rights (Frontier Workers) (EU Exit) Regulations 2020. 	
<ul style="list-style-type: none"> 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. 	
<ul style="list-style-type: none"> A document issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules on or before 30 June 2021 together with a Positive Verification Notice from the Home Office Employer Checking Service. 	
<ul style="list-style-type: none"> 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. 	
<ul style="list-style-type: none"> A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question. 	

Basic Group 2a - Trusted Government Documents	Seen?
<ul style="list-style-type: none"> Current Driving Licence – photo card only (All Countries except Group 1) (Full or Provisional) 	
<ul style="list-style-type: none"> Current Driving Licence – paper version (UK / Isle of Man / Channel Islands) (Full or Provisional) 	
<ul style="list-style-type: none"> Birth Certificate (UK / Isle of Man / Channel Islands) (Issued after the time of birth) 	
<ul style="list-style-type: none"> Marriage / Civil Partnership Certificate (UK / Channel Islands) 	
<ul style="list-style-type: none"> HM Forces ID Card (UK) 	

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• Fire Arms Licence (UK / Isle of Man / Channel Islands)	
• Immigration document, work permit or VISA (Issued outside of UK) (Valid only for roles whereby applicant is living and working outside of UK.)	

Basic Group 2b - Financial & Social History Documents	Seen?
• Mortgage Statement (UK) **	
• Bank/Building Society Statement (UK / Channel Islands) * Monzo statements or statements printed from the internet are not acceptable	
• Bank/Building Society Account Opening Confirmation Letter (UK) *	
• Credit Card Statement (UK) *	
• Financial Statement e.g. pension, endowment, ISA (UK) **	
• P45/P60 Statement (UK / Channel Islands) **	
• Council Tax Statement (UK / Channel Islands) **	
• Utility Bill (UK) - Not Mobile Phone *	
• Benefit Statement (UK) e.g. Child Allowance, Pension *	
• Document from Central/ Local Government/ Government Agency/ Local Authority (UK / Channel Islands) *e.g. DWP, Employment Service, HMRC, Job Centre, Social Security	
• EEA National ID Card – must be valid	
• Cards carrying the PASS accreditation logo (UK / Isle of Man / Channel Islands) – must be valid	
• Irish Passport Card – must be valid (Cannot be used with an Irish Passport)	
• Letter from Head Teacher or College Principal (16-19 year olds in full time education in the UK)	
• Non-UK Bank/Building Society Statement *Branch must be located in the country in which the applicant lives and works	
• Letter of Sponsorship from future employer *Non-UK only – valid only for applicants residing outside UK at time of application	

Please note if a document in the List of Valid Identity Documents is:

- Denoted with * - issued in the last 3 months
- Denoted with ** - issued in the last 12 months

VERIFICATION: TO BE COMPLETED BY PERSON CONFIRMING THE APPLICANTS IDENTITY

“I confirm that the applicant appeared before me and produced THREE valid and original forms of identification, detailed above”.

- NAME:
- JOB TITLE:
- SIGNATURE (typed name accepted):
- DATE:

Send COPIES of your ID documents and this completed form to us by:

- Email - scan and email your ID documents & this signed form to: info@basicpolicecheck.co.uk or...

- Post - post photo copies of your ID documents & signed form to:

MAYFLOWER DISCLOSURE SERVICES LTD, 3RD FLOOR, 86-90 PAUL STREET LONDON, EC2A 4NE.