

# Self-Declaration Identity Verification



Please complete by hand in blue or black ink using block capitals

Club name: \_\_\_\_\_

Name of member being identified \_\_\_\_\_

AGB membership no. \_\_\_\_\_

Child Wellbeing and Protection Officer's name: \_\_\_\_\_

***The following section should be completed by the verifier who must be a member of the club's Management Committee.***

Verifiers name: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Contact number: \_\_\_\_\_

Contact E-mail: \_\_\_\_\_

Position in club: \_\_\_\_\_

I \_\_\_\_\_ [enter verifiers name] can confirm that I have met with and positively identified \_\_\_\_\_ [enter applicant's name]. I have checked the authenticity of the documentation supplied and confirm that this is the person named above.

Verifier Signature: \_\_\_\_\_

**Identification checked:**  
(please cross the appropriate boxes)

**Three forms of identification should be checked. At least one must be photographic and one should contain the applicant's current address.**

Photo ID: at least one box must be ticked

**Passport**  **Photo Driving licence**  **Other Photo ID\*\***  \*\* Please state what the photo ID was

Current Address ID: (please cross in at least one boxes)

**Phone bill**  **Utility Bill**  **Bank Statement**  **Birth Certificate**   
**On photo driving licence**  **Other** \_\_\_\_\_

## Guidelines for completing this form

This form should be completed by the club's Child Wellbeing and Protection Officer, or an office bearer of the club's committee.

Documents **must** be shown to the verifier, regardless how long they have known the applicant.

You should present at least one form of photographic identification and one of the other forms of identification should have your address on it.

### 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**; 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

### 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 Disclosure Services multiple cover sheet.

This form should be retained by the Club CWPO until such time as the applicant completes and returned the PVG Application form, and then both should be returned to the SA CWPO

Name/Address  
and Contact  
Details