# Digital ID Checks - Hints and Tips

If you have opted to complete a digital ID check then you will receive an email with a link to the online ID check site. You will need a photo driving license, passport and a camera phone to take pictures of your document as well as a 'selfie'.

This site will contain step-by-step instructions however we have included below some guidance to help avoid common mistakes. The Digital ID check fee still applies even if an ID Check fails - so taking the time now will save both time and money later on!

#### Documentation

Only current in date documents will be accepted. For Enhanced Checks you will need both your passport and a photo driving licence - paper driving licences will not be accepted.

#### Name and Address

For the Digital ID check to be successful your name and address in your DBS application must exactly match your documents. We advise that when completing your application, you take the information directly from your documents. If you are unsure whether your documents match your application, please let us know and we will double check.

#### **Photographing Documents**

When taking snaps of documents ensure they are in a position with good lighting and fill the screen.

#### Passport

Ensure you upload the section of your passport with your photograph **and** personal information (example below)



### Driving Licence

Ensure you upload both the front and back of your Driving Licence. Again, double check that the address matches the information provided in your application.





## Decide Digital ID Checks Aren't for You?

That's absolutely fine! If you would rather complete your ID check in person please arrange to meet with your Parish Safeguarding Officer, a local member of Church of England Clergy or a member of the Safeguarding Team.

You will need to bring along a third form of ID, as well as your Passport and Driving Licence. Examples of a third form of ID include:

- Birth, adoption, marriage or civil partnership certificate
- UK Bank, Credit Card or Mortgage statement or opening letter issued in the last three months
- Benefit statement e.g. Child Benefit or pension
- Central or local government, government agency, or local council document giving entitlement, for example from the Department for Work and Pensions, the Employment Service, HMRC
- Utilities Bill issued in the last three months, or Council Tax Bill issued in the last year
- P45 or P60

If you visit your PSO or a member of clergy they will need to take copies of your ID, countersign to confirm that they have seen the originals and have the copies sent to the Safeguarding Department to finalise the ID Check and complete your DBS application.