

Post Office Checking Service Form and Guidance

How much will it cost?

The Post Office charge £12.75 over the counter to use their ID Checking Service.

What Identity Documents with the Post Office accept?

The Post Office can verify the following documents:

- Passports
- Driving Licences
- Utility Bills and Bank Statements issued within the last 3 months
- Council Tax Statements, Financial Statements and P45/P60's issued within the last 12 months.

Unfortunately, due to Crown copyright regulations Birth, Marriage & Death certificates cannot be certified as part of this service.

How do I use this service?

- Take photocopies of your original identity documents. Please make sure that these are clear and legible.
- Bring into the Post Office your original identity documents and the photocopies you would like to have certified.
- Complete the four questions in the Customer application form overleaf.
- Pay the relevant fee. Please note that the fee is payable per individual whose name appears in the document and covers a maximum of three photocopies in total being endorsed.
- You will then need to send the copies of your ID, that have been verified by the Post Office, to capitadbs@securitywatchdog.org.uk

Please ensure you submit your Post Office Checking Form within one month of submitting your online DBS application. If you are unable to submit this within the required timeframe, please contact us to avoid your application being withdrawn and fees forfeited.

Ofsted Team Contact Number: 01420557624



postoffice.co.uk

Post Office Identity Services - Document Certification Service

The Post Office document certification service is for customers who need to have photocopies of identity documents certified as being a true likeness of the original.

It is vital you make sure this service will be acceptable to the intended recipient of the certified copies.

We will check **up to three original documents** against the photocopies and certify each photocopy as a true likeness of the original document.

The fee for the service is subject to change, so please ask at a Post Office¹ for the price.

Unfortunately, due to Crown copyright regulations Birth, Marriage & Death certificates **cannot** be certified as part of this service.

Payment for this service can be accepted by cash, debit or credit cards.

What you need to do

- Take photocopies of your original identity documents. Please make sure that these are clear and legible.
- Bring into the Post Office your original identity documents and the photocopies you would like to have certified.
- Complete the four questions in the Customer application form overleaf.
- Pay the relevant fee. Please note that the fee is payable per individual whose name appears in the document. and covers a maximum of three photocopies in total being endorsed.

Post Office branch will:

- Check your original identity documents against the photocopies, to ensure that the details on the original identity documents match exactly those on the photocopies.
- Endorse each photocopy with the words **'this copy is a true likeness of the original'**.
- Date stamp and sign each photocopy
- Return the original documents, certified copies, this completed form and your receipt.

¹ To find your nearest branch that provides a Document Certification Service please visit www.postoffice.co.uk/branchfinder

Customer Application

Please complete the following details:

1. Name: _____

2. Address: _____

Post Code: _____

3. Type of documents provided:

☐ Passport ☐ Driving Licence ☐ Utility Bill² ☐ Bank Statement²

☐ Other

4. Name of the organisation / company that the certified copies are being sent to:

Post Office use:

Attach Customer
Receipt Here

Post Office Use:

1. Scan the bar code below and enter the details provided by the Customer on Horizon.
2. Complete the tick box, sign and date stamp the section below.
3. Attach the Horizon generated receipt to this form, in the space shown above.
4. Return the certified copies, original documents and this completed form to the Customer.



9826031012345678905

- ☐ Original ID Seen
- ☐ Photocopy signed & dated
- ☐ Fee accepted (If applicable)

Signed: _____

Date stamp here:

² Usually dated with 3 months

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