

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@capita.co.uk or to the following postal address:

FAO: Ofsted Team
Cross and Pillory House
Cross and Pillory Lane
Alton
Hampshire
GU34 1HL

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 If you are unable to submit this within the required timeframe, please contact us to avoid your application being withdrawn and fees forfeited.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 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)

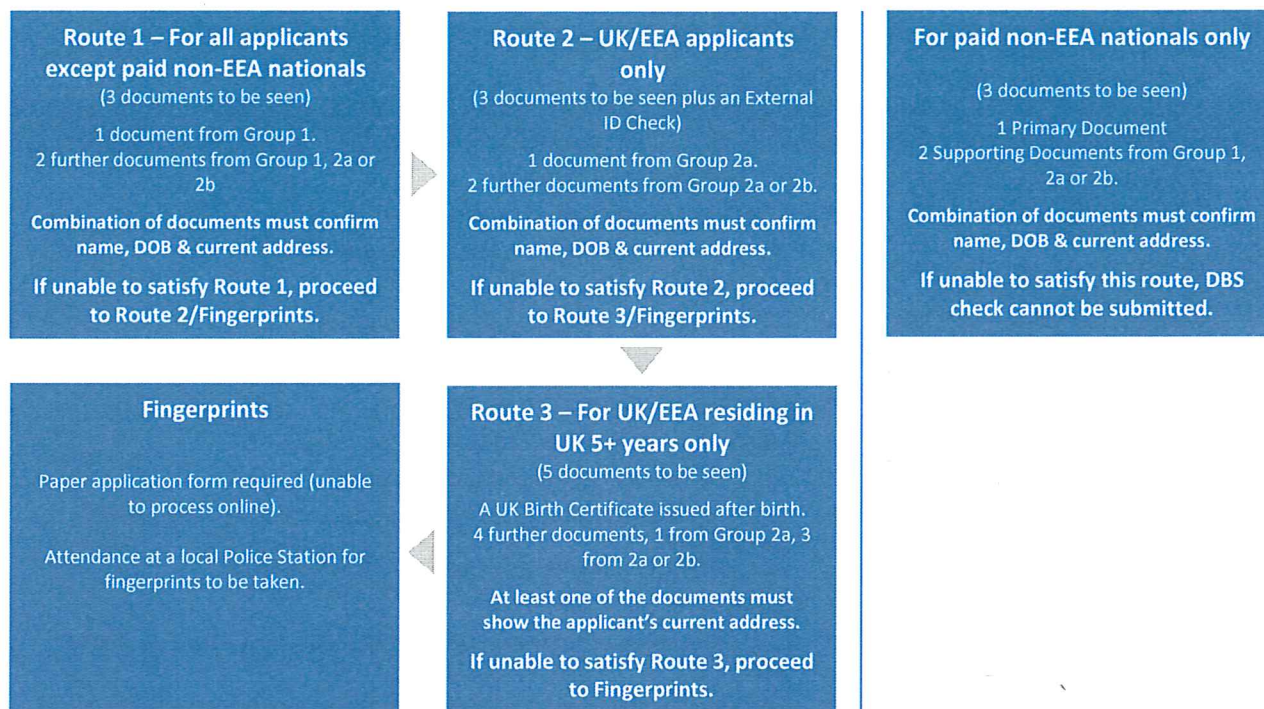
Signed: _____

Date stamp here:

² Usually dated with 3 months

P6740 02/2019

DBS List of Acceptable Identification



Group 1

Primary Identity Documents

- Current valid Passport
- Biometric Residence Permit (UK)
- Current Driving Licence – photo card (UK / Isle of Man / Channel Islands and EEA) (Full or Provisional)
Current Driving Licence is only acceptable as proof of address if issued within the last 12 months.
- 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)
- Adoption Certificate (UK / Channel Islands)

Paid Non-EEA Nationals

Primary Documents

- 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.
- 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.
- 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.
- 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.
- A Certificate of Application issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old together with a Positive Verification Notice from the Home Office Employer Checking Service.
- 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.

Applicants providing one of the following documents must also provide a current valid Passport:

- A current Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence.

- 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.
- 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.

Group 2a Trusted Government Documents	Group 2b Financial & Social History Documents
<ul style="list-style-type: none"> • Current Driving Licence – photo card only (All Countries except Group 1) (Full or Provisional) • Current Driving Licence – paper version (UK / Isle of Man / Channel Islands / EEA) (Full or Provisional) and can only accept photocard licences as proof of address if issued within the last 12 months • Birth Certificate (UK / Isle of Man / Channel Islands) (Issued after the time of birth) • Marriage / Civil Partnership Certificate (UK / Channel Islands) • HM Forces ID Card (UK) • Fire Arms Licence (UK / Isle of Man / Channel Islands) • Immigration document, work permit or VISA (Issued outside of EEA) (Valid only for roles whereby applicant is living and working outside of UK) 	<ul style="list-style-type: none"> • Mortgage Statement (UK or EEA) ** • Bank/Building Society Statement (UK, Channel Islands or EEA) * • Bank/Building Society Account Opening Confirmation Letter (UK) • Credit Card Statement (UK or EEA) * • 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 • Letter from Head Teacher or College Principal (16-19 year olds in full time education in the UK)
<p>Please note if a document in the List of Valid Identity Documents is:</p> <ul style="list-style-type: none"> • Denoted with * - issued in the last 3 months • Denoted with ** - issued in the last 12 months 	