

**HESSLE ROAD NETWORK**

**DISCLOSURE AND BARRING SERVICE**

**Identity Checking**

Hessle Road Network adopts a rigorous approach to checking and verifying the identity of Disclosure and Barring Service Disclosure applicants. In some cases and with prior agreement with Hessle Road Network, organisations may wish to appoint a person(s) to check and verify the identity documents of their employees who are undergoing a Disclosure and Barring Service Disclosure.

If your organisation wishes to make these arrangements then you will need to appoint a person(s) within your organisation who is authorised to carry out identity checks. It is important that we know who you have appointed as we will only process applications whose evidence of identity have been verified by authorised personnel.

|  |  |
| --- | --- |
| Name of Organisation |  |

|  |  |
| --- | --- |
| Name of person(s) authorised to carry out identity checks |  |
| Position(s) within organisation |  |
| Contact number |  |
| Email address |  |

* I confirm that we agree to read and abide by Disclosure and Barring Service guidance for checking an applicant’s identity (copy attached).
* I also confirm that all person(s) responsible for checking an applicant’s identity will read and abide by the Disclosure and Barring Service identification checking process.
* I agree to notify Hessle Road Network in writing if the person(s) named above are no longer responsible for carrying out identity checks and/or we appoint a new person into this role.

I confirm that all the information I have given on this form is to the best of my knowledge and belief true and correct.

Signed:…………………………………………………………………………………………………………

Print Name……………………………………………………………………………………………………..

Designation…………………………………………………………………………………………………….

Date…………………………………………………………………………………………………………….