

System RFC

Coaches and other volunteers who work with children under 18 years of age.

This form works if you have a full passport, a UK driving licence and a UK birth certificate which was issued less than 42 days after your birth. For other suitable documents, see the list at the end of this form.

*You MUST show the original documents to the safeguarding officer. Please keep a **separate** note of any 'secret questions and answers', passwords etc.;*

Security question - Favourite Colour?

Answer BLUE

Full Name

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Date of Birth

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Full address, which must match your driving licence and any other proof of address documents.

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Post code:

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Phone numbers:

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Email addresses:

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Passport Details:

Number	
Date of Birth	
Date of Issue	
Expiry date	
Address	NOT APPLICABLE

Driving Licence Details:

Number	
Date of Birth	
Date of Issue	
Expiry date	
Address	MUST MATCH ABOVE
Photo card?	IF PHOTOCARD – CHECK VALID DATE

Birth Certificate

Number	
Date of Birth	
Date of Issue	

Marriage Certificate

Number	
Date of Birth	
Date of Issue	

Other form of ID Date Issued

Other form of ID	Date Issued	
Bill less than 3 months old		
P45 or P60		
Council Tax statement		
Mortgage Statement		
Pension or ISA		

Once you have handed this form in and shown your original documents to the safeguarding officer, they will process this online and you will get an email at the address you have given above. Please check your spam box too. Follow the instructions carefully. Your DBS certificate should arrive in a couple of weeks. Without a valid DBS check you cannot continue to work with young people at the club – and we need you very much – so please don't delay!

https://rfu.disclosures.co.uk/php/idDocumentSelection.php#

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Applicant Identification

The number of documents required will depend on which route is being followed. When enough documents have been selected, the system will notify you. Original documents must be produced for the identity check. At least one document must verify the applicant's current address (documents containing addresses are marked with *) and one document should display the applicant's date of birth.

Document Category 1 - Primary Trusted Identity Credentials

- A Current Valid Passport (Any Nationality)
- Biometric Residence Permit (UK)
- A Current Driving Licence (UK) (Full or provisional) - Isle of Man /Channel Islands; Photo card only (a photo card is only valid if the individual presents it with the associated counterpart licence); except Jersey) *
- An Original BRITISH Birth Certificate (UK) - issued at the time of birth (less than 42 days from the date of birth); Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces. (Photocopies are not acceptable)

Document Category 2a - Trusted Government/State Issued Documents

- Birth Certificate (UK and Channel Islands) - (issued after the time of birth (more than 42 days from date of birth) by the General Register Office/relevant authority i.e. Registrars - Photocopies are not acceptable).
- Marriage/Civil Partnership Certificate (UK and Channel Islands)
- A Current Driving licence (UK) - (old style paper version) *
- A Current Non-UK Photo Driving Licence (valid for up to 12 months from the date the applicant entered the UK) *
- Adoption Certificate (UK and Channel Islands)
- Fire Arms Licence (UK and Channel Islands) *

Document Category 2b - Financial/Social History Documents

- Bank/Building Society Account Opening Confirmation Letter (UK) *
- Letter of Sponsorship from future employment provider (Non-UK/Non-EEA only - valid only for applicants residing outside of the UK at time of application) *
- EU National ID Card
- Cards carrying the PASS accreditation logo (UK and Channel Islands)
- Letter from Head Teacher or College Principal - (16/17 year olds in full time education - (only used in exceptional circumstances when all other documents have been exhausted). *

The following documents must have been issued within the past 12 months:

- P45 certificate statement (UK & Channel Islands) *
- Council Tax Statement (UK & Channel Islands) *
- Mortgage Statement (UK or EEA) - (Non-EEA statements must not be accepted) *
- British Work Permit / VISA (UK) (UK Residence Permit) (valid up to expiry date)
- P60 certificate statement (UK & Channel Islands) *
- Financial Statement - e.g. pension, endowment, ISA (UK) *

The following documents that must be less than 3 months old.

- Bank/Building Society Statement (UK and Channel Islands or EEA) (Non-EEA statements must not be accepted) *
- Credit Card Statement (UK or EEA) (Non-EEA statements must not be accepted) *

Correspondence Documents from

- Benefit Statement - e.g. Child Allowance, Pension *
- A document from Central/ Local Government/ Government Agency/ Local Authority giving entitlement (UK & Channel Islands) - e.g. from the Department for Work and Pensions, the Employment Service, Customs & Revenue, Job Centre, Job Centre Plus, Social Security. *

Utility Bills Such As

- Electricity Bill/Statement *
- Gas Bill/Statement *
- Water Bill/Statement *
- Telephone Bill/Statement (Not Mobile Telephone) *

Cancel Proceed

DOCUMENT CATEGORY 1

- Remove A Current Valid Passport (Any Nationality)
- Remove An Original BRITISH Birth Certificate (UK) - issued at the time of birth (less than 42 days from the date of birth); Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces. (Photocopies are not acceptable)

DOCUMENT CATEGORY 2

Proceed to ID Section

11:45
12/09/2012