

Appendix 6

Roles and Responsibilities HR ID Checkers

Role of HR Checker

1. Carry out identity checks against applicants according to the DBS guidance and confirm that the correct documentary evidence has been seen.

Always check for signs of tampering when checking identity documents and always query if they display any signs of damage, especially in the areas of personal details such as the name and photograph. Please refer to the DBS' guidance for further information on checking validity of documentation which is available online at: <https://www.gov.uk/government/publications/dbs-identity-checking-guidelines>

The DBS will only accept applications with a full and complete 5 years' worth of addresses.

2. Ensure that DBS checks are submitted in accordance with legislative provisions and that the correct level of check has been applied.
3. Review and record Disclosure certificate details in iTrent