

UKHCA Data Capture Form



Please complete the form as fully as possible as omissions may cause delays in the processing of the application.

A full 5 year address history must be provided with no gaps in the dates.

All details provided on the form will be sent electronically to the Disclosure and Barring Service for processing.

Organisation	<input type="text"/>	
Job Role	<input type="text"/>	
Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other <input type="text"/>	
Forename	<input type="text"/>	
Surname	<input type="text"/>	
Middle Name 1	<input type="text"/>	
Middle Name 2	<input type="text"/>	
Middle Name 3	<input type="text"/>	
Date of Birth	<input type="text" value="D"/> <input type="text" value="D"/> <input type="text" value="M"/> <input type="text" value="M"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/>	Gender Male <input type="checkbox"/> Female <input type="checkbox"/>
Address 1	<input type="text"/>	
Address 2	<input type="text"/>	
Town	<input type="text"/>	
County	<input type="text"/>	
Postcode	Country	<input type="text"/>
Resident From	<input type="text" value="M"/> <input type="text" value="M"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/>	
Telephone	<input type="text"/>	
Surname at Birth	<input type="text"/>	
Used Until	<input type="text" value="M"/> <input type="text" value="M"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/>	
Town of Birth	<input type="text"/>	
County of Birth	<input type="text"/>	
Country of Birth	<input type="text"/>	
Nationality at Birth	<input type="text"/>	

All other addresses used in the last 5 years

Address 1

Address 2

Town

County

Postcode Country

Resident From Resident To

Address 1

Address 2

Town

County

Postcode Country

Resident From Resident To

Address 1

Address 2

Town

County

Postcode Country

Resident From Resident To

All other names used

Surname

Used From Used To

Surname

Used From Used To

Surname

Used From Used To

Forename

Used From Used To

Forename

Used From Used To

Passport Number	<input type="text"/>	Issue Date	<input type="text"/>
Nationality	<input type="text"/>		

Driving Licence Number	<input type="text"/>		
Issue Country	<input type="text"/>		
Issue Date	<input type="text"/>	Type	Paper <input type="checkbox"/> Photo <input type="checkbox"/>

All other identity documents seen

Biometric Residence Permit (UK) <input type="checkbox"/>	Birth Certificate (UK & Channel Islands) - issued within 12 months of date of birth <input type="checkbox"/>
Certified copy of Birth Certificate (UK and Channel Islands) - issued after 12 months of date of birth <input type="checkbox"/>	Adoption Certificate (UK) <input type="checkbox"/>
Marriage/Civil Partnership Certificate (UK) <input type="checkbox"/>	Fire Arms Licence (UK) <input type="checkbox"/>
HM Forces ID Card (UK) <input type="checkbox"/>	P45/P60 Statement (less than 12 months old) (UK & Channel Islands) <input type="checkbox"/>
Bank/Building Society Statement (UK or EEA) (less than 3 months old) <input type="checkbox"/>	Mortgage Statement (UK or EEA) (less than 12 months old) <input type="checkbox"/>
Credit Card Statement (UK or EEA) (less than 3 months old) <input type="checkbox"/>	Financial Statement (less than 12 months old) - e.g. pension, endowment, ISA (UK) <input type="checkbox"/>
Work Permit/Visa (UK) (UK Residence Permit) (valid up to expiry date) <input type="checkbox"/>	Council Tax Statement (UK & Channel Islands) (less than 12 months old) <input type="checkbox"/>
Benefit Statement (less than 3 months old) - e.g. Child Allowance, Pension <input type="checkbox"/>	Bank/Building Society Account Opening Confirmation Letter (UK) (less than 3 months old) <input type="checkbox"/>
Cards carrying the PASS accreditation logo (UK and Channel Islands) <input type="checkbox"/>	Land line Telephone Bill (NOT a mobile phone bill) (UK) (less than 3 months old) <input type="checkbox"/>
Electricity Bill (UK) (less than 3 months old) <input type="checkbox"/>	Gas Bill (UK) (less than 3 months old) <input type="checkbox"/>
Water Bill (UK) (less than 3 months old) <input type="checkbox"/>	EU National ID Card <input type="checkbox"/>
A document from Central/Local Government/ Government Agency/Local Authority giving entitlement (UK & Channel Islands) (less than 3 months old)- e.g. from the Department for Work and Pensions, the Employment Service, Customs & Revenue, Job Centre, Job Centre Plus, Social Security <input type="checkbox"/>	Letter from Head Teacher or College Principal (UK) (16-19 year olds in full time education - only used in exceptional circumstances when all other documents have been exhausted) <input type="checkbox"/>
	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) <input type="checkbox"/>

If you have seen 1 or more **Group 1 document** and seen at least 2 other documents (including a document that verifies address) external validation will not be required. You must have seen at least 1 **Group 2a document** and at least 2 other documents (including a document that verifies address) to qualify for external validation. Otherwise we will be unable to process the application. Further information is available at www.ukhca.co.uk/disclosure/identity.aspx

National Insurance Number	<input type="text"/>
Mother's Maiden Name	<input type="text"/>
Required if using "Route 2" only	
Bank Account Number	<input type="text"/>
Bank Sort Code	<input type="text"/>

Non-EEA nationals doing paid work must confirm their Right to Work status by providing one of the following documents

The documents must be originals, not copies.

Primary Documents		
<input checked="" type="checkbox"/>	Document	Notes
<input checked="" type="checkbox"/>	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.	UK
<input checked="" type="checkbox"/>	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.	UK Any current and valid Passport
<input checked="" type="checkbox"/>	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.	Any current and valid Passport
<input checked="" type="checkbox"/>	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.	UK
<input checked="" type="checkbox"/>	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.	UK
	<i>Applicants providing one of the following documents must also provide a current valid Passport:</i>	
<input checked="" type="checkbox"/>	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.	UK
<input checked="" type="checkbox"/>	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.	UK
<input checked="" type="checkbox"/>	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.	UK

