BASELINE STANDARD VERIFICATION RECORD (BSVR)

NEW CONTRACTORS/AGENCY STAFF ONLY

PLEASE PROVIDE 2 COPIES WITH EACH BS/CTC/SC/DV APPLICATION

1. EMPLOYEE/APPLICANT DETAILS:

Title: (Mr. Mrs. Miss. Ms. etc)		**Full Permanent Address (including Post Code)**		
Surname Now:				
Surname at birth:		**Date of residence for the above address:**		
Forename(s):		**Any other address(es) to cover the last 5 years. Please state dates resided at each address:** **(If further space is needed then use section 5 or a separate piece of paper)**		
Any other forenames or surnames used:				
Date of birth:				
NI Number:				
National passport no:				
P/port expiry date				
Issuing country:				
HO Immigration Reference no (if applicable):				
Town, county and country of birth:		**Nationality including dual nationalities**	**Current:**	
			At birth:	

2. VERIFICATION OF IDENTITY:

A: One of the following

☐ Full current 10 year British Passport ☐ Other full current passport ☐ Signed and certified passport photo with birth certificate issued at birth/adoption certificate

B: Plus 2 of the following:

☐ Bank statements issued within the last 6 months ☐ Driving Licence (photo and paper)

☐ Utility Bill/Council Tax Bill sent to applicant at their given address and dated within the last 6 months

☐ Cheque book and bank card accompanied by 3 statements and proof of signature

☐ Credit card accompanied by 3 statements and proof of signature

The above list at B is not exhaustive – if you have seen other forms of ID please list them below:

a)
b)

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3. VERIFICATION OF EMPLOYMENT HISTORY: (*Please select one or more of the following options as evidence of last three years employment/academic history)*

☐ Employment References ☐ Pay Slips ☐ P45 ☐ P60 ☐ Academic Reference

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4. RIGHT TO WORK: *(Please select category applicant is claiming they have the right to work in the Home Office – you may be asked to provide documentary evidence confirming the applicant's immigration and nationality status)*

☐ British Citizen
☐ EEA Citizen (or Swiss or Turkish Citizen)
☐ Commonwealth Citizen with no time limit or restrictions on stay in the UK
☐ Citizen of other country with no time limit or restrictions on stay in the UK
☐ Citizen of other country with restrictions, for which a business case has been completed

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5. OTHER INFORMATION RELEVANT TO SECURITY: ***(****Any other relevant information eg. Financial difficulties should be added here, including any further information obtained that could not be accounted for above)*

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6. CERTIFICATION BY COMPANY/AGENCY

I certify that in accordance with the requirements of the Baseline Personnel Security Standard:
I have personally examined the documents listed at 2 above and have satisfactorily established the identity of the above named employee/applicant.
I have obtained the information listed at 2, 3, 4 and 5 above and can confirm that these satisfy the requirements and that there is no information not already mentioned above that suggests he/she is not of good character.

Name: Agency/Company name:

Signature: **Date:**

7. CERTIFICATION BY HOME OFFICE DEPARTMENT/DIRECTORATE/UNIT

I certify that I am satisfied the above checks have been carried out to a) identify the applicant and b) check on their suitability and integrity and that the information provided at 2, 3, 4 and 5 above satisfy the requirements.

Name: Grade:

Home Office directorate and location: Email address:

Signature: **Date:**

Important: Data Protection Act (1998). This form contains "personal" data as defined in the Data Protection Act 1998. It has been supplied to the appropriate HR or Security authority exclusively for the purpose of the Baseline Personnel Security Standard. The HR or Security authority must protect the information provided and ensure that it is not passed to anyone who is not authorised to see it.