

A GUIDE FOR APPLICANTS IN ENGLAND & WALES

Stage 1 You, the applicant complete the purple form using a BLACK PEN:

- the highlighted Sections A and B with your personal details
- complete, sign and date Section E

Please remember to show **ALL** names used including maiden names and second forenames (middle names) which appear on official documentation. Ensure this information is inputted to Section A.

Stage 2 Identity Verification

Your verifier checks your identity and completes Section W

The Verifier will normally be your Club Chairman or Secretary whose details have been registered with UKA Welfare. Once they have completed the evidence check and filled in Section W-58 & 59 they will hand the application back to you. **If you are not attached to a club**, please take your form and documents to one of the following: Doctor, Lecturer, Teacher, Solicitor, Lawyer, Police Officer or line manager (if employed).

Stage 3 You, the applicant complete Section X using a BLACK PEN:

- **X-61 top line you must input** = Child and Adult Workforce
- **X-61 second line** = Coach/Official/Team Manager/ Photographer/Physiotherapist
- **X-62** = UKA or Club Name **X-63** = Enhanced; **X-64** = YES; **X-65** = NO; **X-66** = NO
- **X-68** = Cross yes if you are a volunteer, cross no if you are paid and therefore enclose payment yourself for £44.00 made payable to UK Athletics Ltd. Section Y is completed by UKA Welfare Staff.

Stage 4 You return the form to:

ATHLETICS WELFARE PO BOX 332, SALE, MANCHESTER M33 6XL

If you are paid for the position you are applying for, you will be required to enclose a cheque for £44.00 payable to UKA.

Refer to enclosed document regarding recent Disclosure and Barring Service Applicant Only Certificates.

PROVING YOUR IDENTITY TO VERIFIERS IN ENGLAND & WALES

Overleaf are the groups of documents that the applicant should show in your presence.

1 document from Group 1 AND 2 further documents from Group 1, 2a or 2b ; one of which must verify your current address.

OR

One Document from Group 2A and two from 2A or 2B

A MINIMUM OF THREE PIECES OF DOCUMENTATION MUST HAVE BEEN SEEN BY THE VERIFIER.

GUIDANCE FOR IDENTITY VERIFIERS

Please ensure you check the applicant's three methods of documentation very carefully and simply complete:

- Check the applicant's identity against their documentary evidence
- Return the form to the applicant.

All complete forms should be returned to:

ATHLETICS WELFARE PO BOX 332, SALE, MANCHESTER M33 6XL

Group 1 – Primary Trusted Identity Credentials

Current valid Passport. Biometric Residence Permit (UK).	
Current Driving Licence (Full or provisional) UK, 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).
Birth Certificate (UK and Channel Islands) - issued at the time 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).

Group 2A - Trusted Government/State Issued Documents

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

Group 2B – Financial/Social History Documents

Mortgage Statement (UK or EEA) **	Non- EEA statements must not be accepted
Bank/Building Society Statement (UK and Channel Islands or EEA)*	
Bank/Building Society Acc. Opening Confirmation Letter (UK). Credit Card Statement (UK or EEA)*	
Financial Statement **	- e.g. pension, endowment, ISA (UK).
P45/P60 Statement ** Council Tax Statement **	UK & Channel Islands
Work Permit/Visa (UK) (UK Residence Permit)	valid up to expiry date **
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
Utility Bill (UK)*	Not Mobile Telephone.
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.
EU National ID Card.	
Cards carrying the PASS accreditation logo	(UK and Channel Islands).
Letter from Head Teacher or College Principal	16/19 year olds in full time education – (only used in exceptional circumstances when all other documents have been exhausted) (UK).

*Denoted with * - it should be less than three months old.*

*Denoted with ** - it should be issued within the past 12 months.*

Not denoted – it can be more than 12 months old